XEROX®

Quick Reference Guide

604P18037

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Increase Your Productivity...

...by taking advantage of all the capabilities of your device. The Customer Documentation CD-ROM supplied with your product includes a User Guide with instructions for optional configurations with Fax and Scanning functions. The System Administration Guide provides instructions on how to connect the device to a network. Load the content of the CD on your computer's hard drive for future reference.

Products Subject To Ordinary Export Regulations

An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you wish to export this product, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency.

Products Subject To Supplementary Export Regulations

An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you know the product is to be used, or was used for development, manufacturing or use of any mass destructive weapons including nuclear weapon, chemical weapon or biological weapon because of a dealing document such as legal contract or information from the importer, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency.

Table of Contents

1 Before Using the Machine

Welcome to the Xerox family of CopyCentre/WorkCentre products.

This User Guide provides detailed information, technical specifications and procedures for using the integral features of the machine.

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for on-line solutions and support.

http://www.xerox.com/

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

#_____

Xerox US Welcome Center:	1-800-821-2797
Xerox Canada Welcome Center:	1-800-93-XEROX (1-800-939-3769)

When you call the Welcome Center you will need the serial number which is located on the left side of the machine behind Cover A, as shown in the diagram.
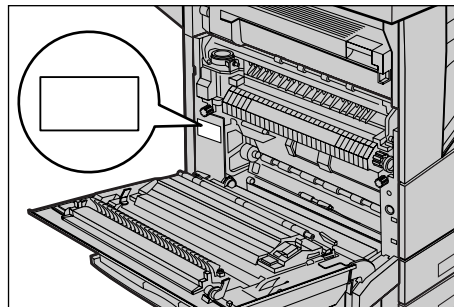
For your convenience, record the serial number in the space below.

Serial Number:

_____

Keep a record of any error messages. This information helps us solve problems faster.

Languages Displayed on the Touch Screen

You can change the languages in the following two ways.

When changing the language for temporary use, press the <Language> button on the control panel, then select the required language.

NOTE: The changed language returns to the default language after rebooting the machine.

When changing the default language, enter the System Settings mode, select [Common Settings], then select [Screen Defaults]. In the [Screen Defaults] screen, select the required language as [Default Language]. For more information, refer to the Setups chapter in the User Guide.

Conventions

The conventions used throughout this guide are described in the User Guide on the Documentation CD-ROM or on the website:www.office.xerox.com/support

Related Information Sources

The following additional sources of information are available for the machine.

- Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide
- Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 System Administration Guide
- The On-line Help systems (Print Drivers and CentreWare Utilities)
- The CentreWare Utilities Documentation (HTML)

NOTE: Please note that the screens shown in this Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

Cautions and Limitations

This section describes the cautions and limitations to observe when using this machine.

- When moving the machine, hold the middle part of the machine, and not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction.

Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox/Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

⚠	Warning	This WARNING alerts users to areas of the product where there is the possibility of personal injury.
⚠	Warning	This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

▷ Only use the power cord supplied with the equipment.

▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.

▷ This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.

▷ Improper connection of the equipment-grounding conductor can result in an electric shock.

▶ Do not place this equipment where people might step on or trip over the power cord.

▶ Do not place objects on the power cord.

▶ Do not override or disable electrical or mechanical interlocks.

▶ Do not obstruct the ventilation openings.

▶ Never push objects of any kind into slots or openings on the equipment.

▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

– The equipment emits unusual noises or odors.

– The power cord is damaged or frayed.

– A wall panel circuit breaker, fuse, or other safety device has been tripped.

– Liquid has spilled into the equipment.

– The equipment is exposed to water.

– Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser Safety Information

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational Safety Information

To ensure the continued safe operation of your Xerox/Fuji Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
▷ This equipment must be connected to a protective earth circuit.

  This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Always exercise care when moving or relocating equipment. Please contact your local Xerox/Fuji Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.

- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.

- Always use materials and supplies specifically designed for your Xerox/Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.

- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Never attempt any maintenance procedures that are not specifically described in the customer documentation.

- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.

- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the equipment near a radiator or any other heat source.

- Never push objects of any kind into the ventilation openings.

- Never override or "cheat" any of the electrical or mechanical interlock devices.

- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox/Fuji Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.

- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.

- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

▷ Keep all consumables away from the reach of children.

▷ Never throw toner, toner cartridges or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe, Australia/New Zealand

NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

Changes and modifications to this equipment not specifically approved by Xerox/Fuji Xerox may void the user's authority to operate this equipment.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States and the Radiocommunications Act 1992 in Australia/New Zealand as applicable.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) (USA/Canada)
NEMKO	IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

For FAX Function

USA

FAX Send Header Requirements:

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a FAX machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this

product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service Provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

NOTE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. The Canadian REN value of this equipment is 0.1.

EUROPE

Radio Equipment & Telecommunications Terminal Equipment Directive:

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain		

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. Refer to the Customer Documentation for this procedure. Country codes should be set prior to connecting this product to the network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.
Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Regulatory Information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a radio frequency identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

Environmental Compliance

USA

Energy Star®

As an ENERGY STAR® partner, Xerox Corporation/Fuji Xerox has determined that the basic configuration of this product meets the ENERGY STAR® guidelines for energy efficiency.

The ENERGY STAR® and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR® Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR® equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption by half when compared to conventional equipment.

Recovery times from low power mode: **12 sec.**

Recommended types of recycled paper: **Type 3R91165**

Canada

Environmental Choice^M

Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice^M EcoLogo^M requirements for minimized impact to the environment.

As a participant in the Environmental Choice^M program, Xerox Corporation has determined that this product meets the Environmental Choice^M guidelines for energy efficiency.

Environment Canada established the Environmental Choice^M program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice^M has more than 1600 approved products and 140 licenses. Xerox has been a leader in offering EcoLogo^M approved products.

Europe

Energy

Xerox Corporation has designed and tested this product to meet the energy restrictions required to establish Group for Energy Efficient Appliances (GEEA) compliance and has notified the registration authorities.

About License

JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Heimdal

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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Original SSLeay

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This package is an SSL implementation written by Eric Young (eay@cryptsoft.com).

The implementation was written so as to conform with Netscapes SSL.

This library is free for commercial and non-commercial use as long as the following conditions are adhered to. The following conditions apply to all code found in this distribution, be it the RC4, RSA, lhash, DES, etc., code; not just the SSL code. The SSL documentation included with this distribution is covered by the same copyright terms except that the holder is Tim Hudson (tjh@cryptsoft.com).

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Illegal Copies

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

   Certificates of Indebtedness   National Bank Currency

Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.

Postal Money Orders.

Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificates of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

6. Passports. Foreign Passports may be photographed.

7. Immigration Papers.

8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

Automobile Licenses - Drivers' Licenses - Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.

2. Obligations or securities of a government or bank.

3. Exchequer bill paper or revenue paper.

4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

• Currency notes

• Bank notes and cheques

• Bank and government bonds and securities

• Passports and identification cards

• Copyright material or trademarks without the consent of the owner

- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product does not contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

USA/Canada

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

European Union

 Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU Member States may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some Member States when you purchase new equipment your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Other Countries

Please contact your local waste authorities and request disposal guidance.

2 Product Overview

This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration.

The touch screens shown in this manual are from a fully configured machine to cover all the features.

The content of the touch screens may vary slightly depending on Key Operator settings and machine configuration. The button names and icons on the control panel also vary depending on machine configuration. However, machine features described here remain the same.

For more information on available options not described here, visit the Xerox website or contact your Xerox Sales Representative.

Machine Components

The following diagrams show the standard and optional components of the machine. Configuration may vary depending on the model.
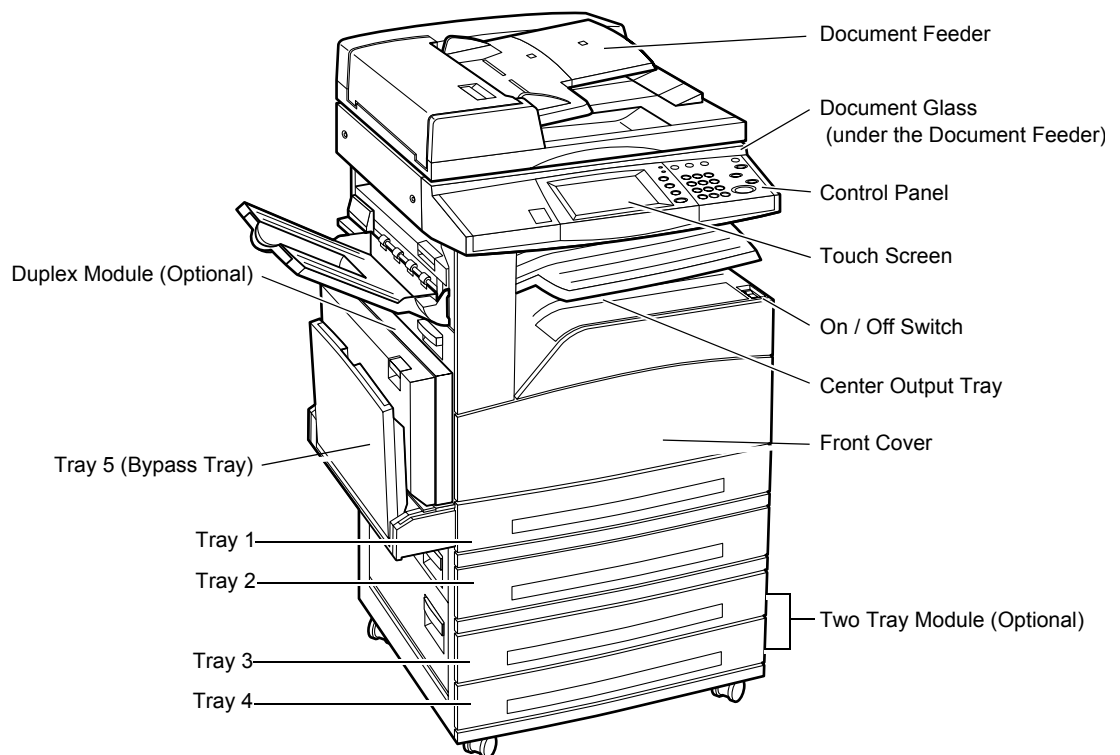
NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached.

Finisher Tray

Finisher (Optional)

Tray 4
Tray 3

Tandem Tray Module (Optional)
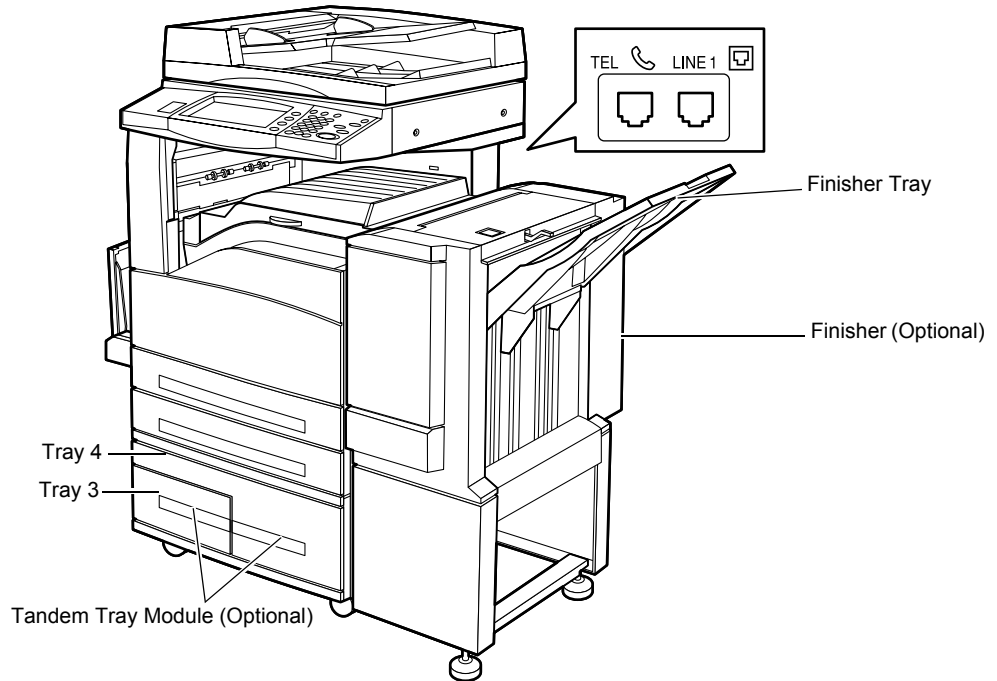
TEL

Located on the back of the machine. Connect a telephone to this jack if required.

LINE 1

Located on the back of the machine. Connect a telephone cable to this jack. Then connect the other end to the wall jack.

Finisher

Allows you to staple or sort copies automatically. The Finisher Tray can hold 1,000 sheets of 20 lb bond or 80 g/m^2 paper in Letter/A4 size or smaller.

Duplex Module

Allows you to make double-sided copies. The Duplex Module can be used when paper is supplied from Tray 1, 2, 3, or 4. For more information, refer to *2 Sided in the Copy chapter on page 45.*

Trays 3 & 4

At the base of the machine, the following optional trays will be available, depending on the configuration.

• Two Tray Module – Can be added to the standard 2-tray configuration. Each tray can hold 500 sheets of 20 lb bond or 80 g/m^2 paper.

• Tandem Tray Module – Can be added to the standard 2-tray configuration to provide high volume paper sources. Tray 3 can hold a maximum of 800 sheets of 20 lb bond or 80 g/m^2 paper in Letter or A4 size, long edge feed. Tray 4 can hold 1,200 sheets of 20 lb bond or 80 g/m^2 paper in Letter or A4 size. The Tandem Tray Module is referred to as "TTM" in this manual.

System Controls

The following diagram shows the names and functions of the buttons on the control panel.
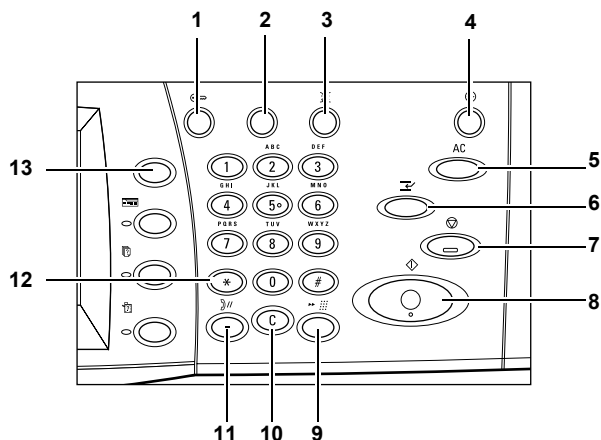
	Button	Function
1	<Log In/Out>	Displays the log-in screen to enter the [System Administrator Menu] screen, or when the Authentication feature is enabled. DO NOT press this button again, after you have logged in. This will log you out immediately.
2	<Help>	This button is non-functional on this machine.
3	<Language>	Changes the languages displayed on the touch screen. **NOTE:** Certain characters may be garbled when you change languages.
4	<Power Saver> (green light)	Indicates whether the machine is in power saver mode. Also cancels Low Power Mode or Sleep Mode.
5	<Clear All>	Resets to the default settings and displays the first screen for the current pathway.
6	<Interrupt>	Temporarily interrupts a job for programming a priority job.
7	<Stop>	Suspends or cancels a job depending on the job type. When multiple jobs are being processed, all the jobs will be suspended or cancelled. Selecting [Stop] on the [Job Status] screen stops only the selected job.
8	<Start>	Starts or resumes a job.
9	<Speed Dial>	Enters speed dial codes.
10	<C>	Deletes a numeric value or the last digit entered, and replaces the current value with a default value. Also cancels suspended jobs.
11	<Dial Pause>	Inserts a pause while dialing a fax number.

	Button	**Function**
12	<*(asterisk)>	Indicates the special character used in a fax number and designates a group code. Also allows you to specify an F Code or a password.
13	<All Services>	Displays the [All Services] screen for selection of all the available services on the machine.

Button names and icons used on the control panel may differ depending on the country of purchase.

Services and Features

The machine has various features and provides valuable services. The following description outlines the features and explains the options on the <All Services> screen.

NOTE: The arrangement of icons for the services and features displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel.

2. Use the scroll buttons to switch between screens.

3. Select the required service.
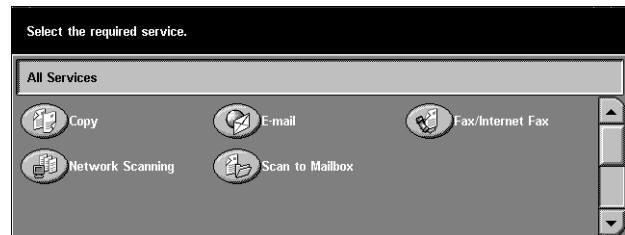
Copy

Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper. For more information, refer to *the CopyUser Guide .*

E-mail

Allows you to send scanned documents by e-mail in various ways. For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to *the Scan/E-mailUser Guide .*

Fax/Internet Fax

Allows you to fax documents in various ways. For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. Internet Fax allows you to send and receive faxes over the Internet or intranet. Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine. For more information, refer to *the Fax/Internet FaxUser Guide* .

Network Scanning

Allows you to scan documents and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to Job Templates - Network Scanning in the Scan/E-mail chapter and Services in the CentreWare Internet Services chapter on User Guide.

Scan to Mailbox

Enables the confidential mailbox or polling feature by storing the scanned documents to private mailboxes. For more information, refer to Save in: - Scan to Mailbox in the Scan/E-mail chapter on User Guide.

Scan to FTP/SMB

Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. For more information, refer to Save in: - Scan to FTP/SMB in the Scan/E-mail chapter on User Guide.

Check Mailbox

Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet and execute the linked job flow sheets. For more information, refer to the Check Mailbox chapter on User Guide.

Stored Programming

Allows you to store programming for a job to a job number using the Stored Programming feature. For more information, refer to the Stored Programming chapter on User Guide.

Setup Menu

Allows you to set or change the following features from this screen: Mailbox, Stored Programming, Job Flow Sheets, Address Book, Group Send, Comment, and Paper Type. For more information, refer to the Setups chapter and the Stored Programming chapter on User Guide.

Power On/Off

Powering On

Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet.

The machine is ready to make copies about 12 seconds after powering on (varies with machine configuration). For more information, refer to Machine Specifications in the Specifications chapter on User Guide.

1. Press the power switch to the <I> position.
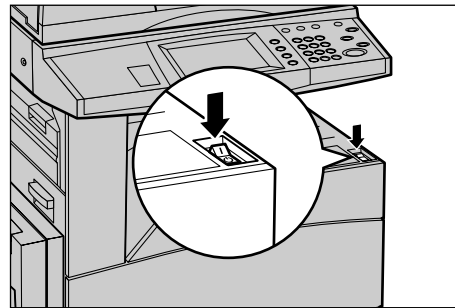
NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position.
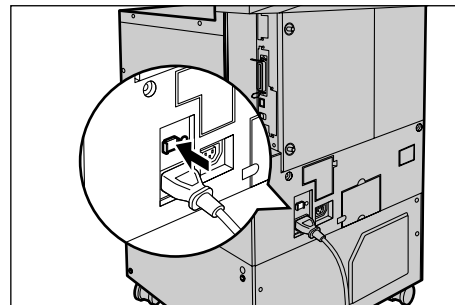
Powering Off

When you switch off the machine, if it is equipped with the optional hard disk, it remains on for approximately 10 seconds while it stores files and prepares for shutdown. The machine then shuts down completely.

NOTE: Wait at least 20 seconds between powering the system on and off. Failure to do this could cause damage to the hard disk.

Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position. To restore power to the machine, press the RESET button.

Before using the machine, press the TEST button. If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button.

RESET button

TEST button
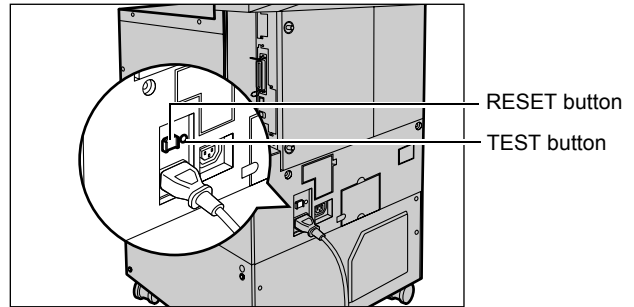
NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes

The machine has energy saving features that significantly reduce power consumption during inactivity. The <Power Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following two modes.

*   Low Power Mode
*   Sleep Mode

<Power Saver>
light/button
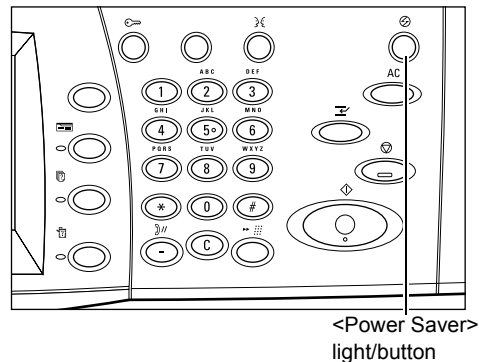
Low Power Mode

The machine automatically switches to the Low Power Mode after a certain period of time from the last copy, fax, scan, or print operation. In this mode, the touch screen is turned off, and the Power Saver light is on. The Low Power Mode is cancelled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 2 minutes is customer changeable within the range of 2 to 60 minutes.

For more information, refer to Auto Power Saver in the Setups chapter on User Guide.

Sleep Mode

The machine automatically switches to the Sleep Mode after the Low Power Mode continues for a certain period of time. The Sleep Mode has a reduced power consumption compared to Low Power Mode. In this mode, the touch screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button is pressed, or a fax or print job is received by the machine. The factory default setting of 2 minutes is customer changeable within the range of 2 to 60 minutes. The time specified for entering the Sleep Mode will be counted from when the machine enters the Low Power Mode.

For more information, refer to Auto Power Saver in the Setups chapter on User Guide.

NOTE: By default, the machine skips the Low Power Mode and switches directly to the Sleep Mode after 15 minutes of inactivity.

Changing the Default Time Settings

This section describes how to change the default time settings using the Key Operator access. If you need assistance or more information, contact the Key Operator or refer to Machine Clock/Timers in the Setups chapter on User Guide.

1. Press the <Log In/Out> button on the control panel.
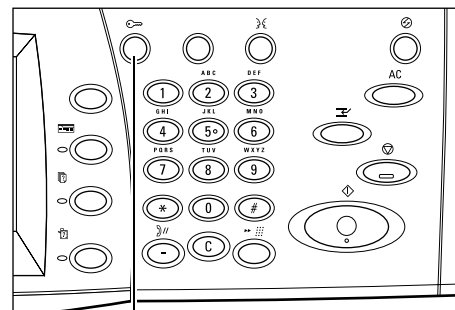
<Log In/Out> button

2. Enter the Key Operator ID using the numeric keypad on the control panel. Select [Confirm] on the [System Administrator Login] screen.

NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may be required to enter a password. The default password is "x-admin".
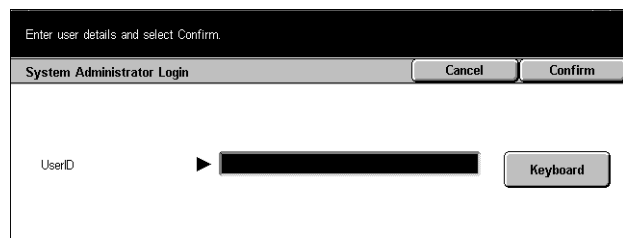
3. Select [System Settings] on the [System Administrator Menu] screen.
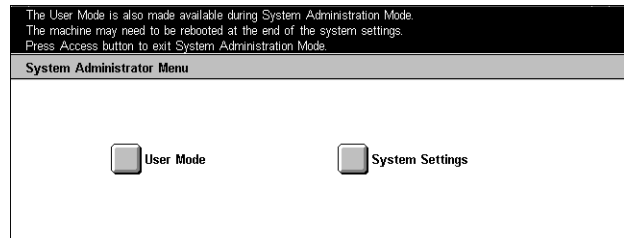
4. Select [System Settings] on the [System Settings] screen.
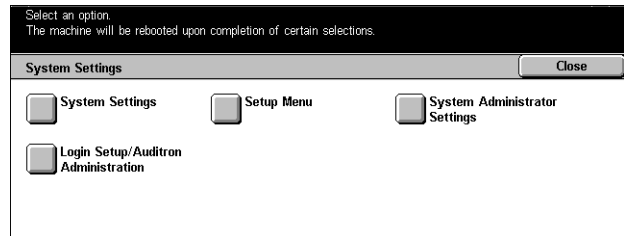
5. Select [Common Settings] on the [System Settings] screen.
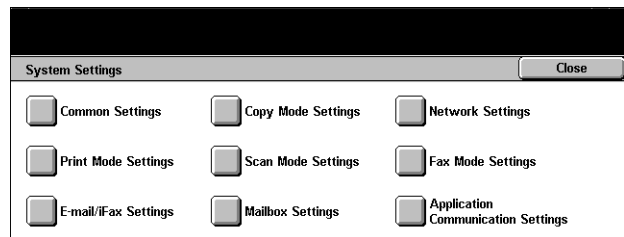
6. Select [Machine Clock/Timers] on the [Common Settings] screen.
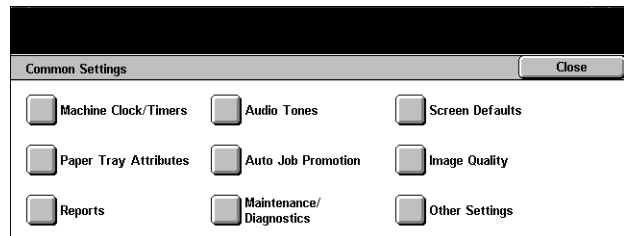
7. Select the required option.

8. Select [Change Settings].

9. Change the value using the scroll buttons or select required options.

10. Select [Save].
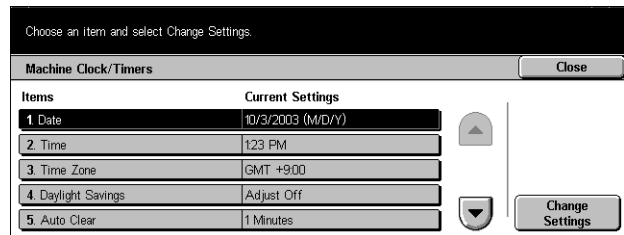
Modes

Use the buttons to access the screens which allow you to select features, monitor the status of jobs and obtain general information on the machine.

There are four buttons on the machine.

- All Services
- Features
- Job Status
- Machine Status

NOTE: These buttons do not respond when the machine is in the System Settings mode.

<All Services> button
<Features> button
<Job Status> button
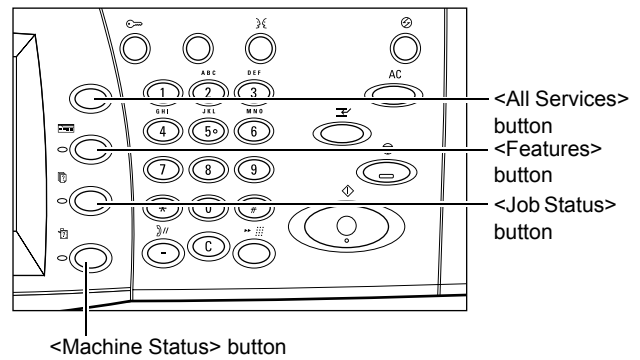
<Machine Status> button

All Services

Use this button to access all the services available on the machine.

NOTE: The arrangement of service icons displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel.
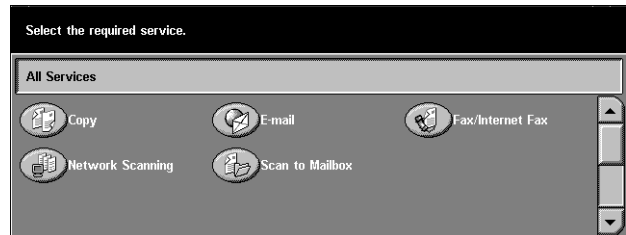
2. Use the scroll buttons to switch between screens.

Features

Use this button to go back one previous screen. If you are using the [Job Status] screen or [Machine Status] screen, press the <Features> button to return to the previous copy, fax, and scan feature screen. The copy, fax, or scan feature screen does not change, even if you press this button while you are in one of those screens. In this case, use the <All Services> button to select the copy, fax, or scan feature.

Job Status

Use this button to check the progress of a job, or display the log and detailed information of completed jobs. The newest job will be displayed at the top of the list. It can also check, delete, or print various special printings or the documents in the public mailbox of the machine. For more information, refer to the User Guide.

Machine Status

Use this button to check the machine status, the billing meter, the status of the toner cartridge or print various reports. For more information, refer to the User Guide.

Job Interrupt

Use this feature to temporarily suspend the currently processed job to allow an urgent job to be initiated.

NOTE: The machine identifies a convenient point to interrupt the current job.

1. Press the <Interrupt> button on the control panel.

2. Enter the commands for the new job you require.

3. Press the <Start> button on the control panel.

4. To restart the interrupted job, press the <Interrupt> button again and press the <Start> button.
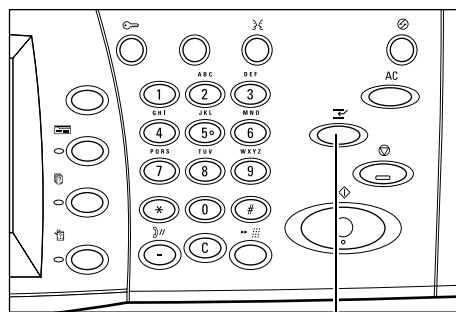
<Interrupt> button

NOTE: Interrupted jobs cannot be promoted, released or deleted in the Print Queue.

Recycled Paper

The use of recycled paper in the machine benefits the environment with no degradation in performance. Xerox recommends recycled paper with 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper.

3 Copy

This chapter contains information on the copy screens and the features available.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, confirm what is to be copied and the number of copies required. Follow the steps below.

1. Load the Documents – page 37

2. Select the Features – page 39

3. Enter the Quantity – page 40

4. Start the Copy Job – page 40

5. Confirm the Copy Job in the Job Status – page 40

Stop the Copy Job – page 41

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for further information, contact the Key Operator.

1. Load the Documents

Document input areas are as follows.

- Document feeder for single or multiple documents

- Document glass for single documents or bound originals

NOTE: The document glass cover will be fitted in the non-document feeder configuration.

NOTE: The machine automatically detects standard document sizes. The sizes that can be detected vary depending on the paper size table specified by the Key Operator. For more information on setting the paper size table, refer to Paper Size Settings in the Setups chapter on User Guide. If the document is of a non-standard size or not identified as a standard size, the machine will prompt you to check the document or manually enter the document size. For information on how to enter a document size manually, refer to *Original Size on page 52*.

Document Feeder

The document feeder can hold up to 50 sheets of plain paper (16–32 lb bond or 38–128 g/m^2). The document can be any size of 140–297 mm for width and 210–432 mm for length, and the standard sizes of A5–A3 SEF. Make sure the documents are in good condition and remove all staples or paper clips before loading. The document feeder senses standard sizes or you can manually enter a size using the [Scan Options] tab.

For information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 53*.

NOTE: To reduce the risk of document feeder jams, use the document glass to copy folded or creased documents. Replace folded or creased documents with the new copy.

The machine is capable of sequentially scanning mixed size documents using the document feeder. Align the documents against the top corner of the document feeder.

For information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 53*.

1. Before loading the documents into the document feeder, remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the back or left of the machine.

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.
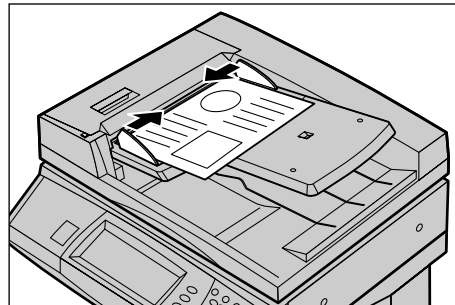
When [Auto] is selected in [Paper Supply], the machine automatically selects an appropriate tray according to the document size. The selected tray, paper size and orientation in the selected tray are displayed on the screen.

NOTE: This feature is available when the machine finds an appropriate tray. If there is no appropriate tray, temporarily use manual selection for the tray or use the bypass tray. For more information on tray selection, refer to *Paper Supply on page 43*.

Document Glass

The document glass is used for a single page or bound document of 15–297 mm for width and 15–432 mm for length.

1. Raise the document feeder or the document glass cover.
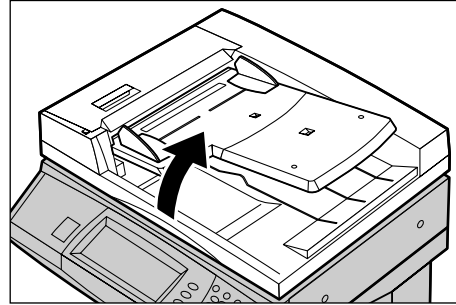
2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.
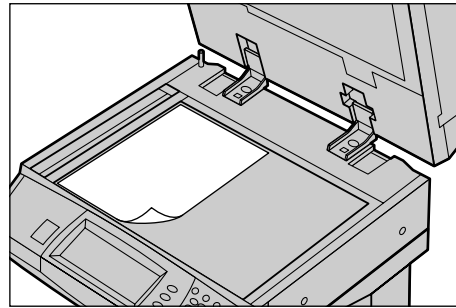
3. Lower the document feeder or the document glass cover.

2. Select the Features

The features available on the [Basic Copying] screen are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

1. Press the <All Services> button on the control panel.
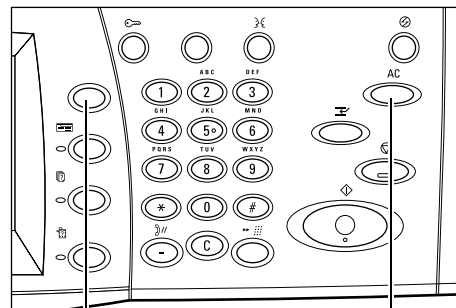
<All Services> button   <Clear All> button

2. Select [Copy] on the [All Services] screen. Ensure that the [Basic Copying] screen is displayed.

   Select the required service.

   All Services

   Copy   E-mail   Fax/Internet Fax

   Network Scanning   Scan to Mailbox

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.

3. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, select one of the tabs and configure the copy settings. For information on the individual tabs, refer to the following.

Basic Copying – page 41
Image Quality - Copy – page 48
Scan Options - Copy – page 50
Output Format - Copy – page 58
Job Assembly – page 67

3. Enter the Quantity

The maximum copy quantity is 999.

1. Use the numeric keypad to enter the number of copies required. The number entered is displayed in the upper right hand corner of the touch screen.

NOTE: To cancel an incorrect entry, press the <C> button and enter the correct quantity.
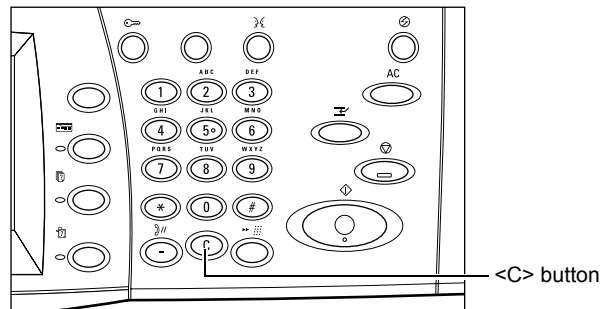
<C> button

4. Start the Copy Job

1. Press the <Start> button. Each document is scanned only once. The number of copies remaining is displayed in the upper right hand corner of the touch screen.

<Start> button
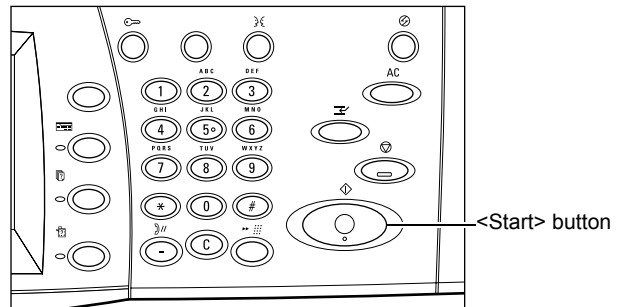
While copying, if the document feeder or document glass is ready and the machine is equipped with the optional hard disk, you can scan the next document or program the next job. While the machine is warming up, you can also program the next job.

5. Confirm the Copy Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

Job Status screen.
Select the job that you wish to check or cancel.
Or, press Features button to return to the job programming screen.

Current and Pending Jobs	Completed Jobs	Stored Documents	Print Waiting Jobs

Doc. No. - Job Type	Status	Remote Terminal/Contents	Progress
00002 Copy Job	Scanning	A4 : 100%	1/1
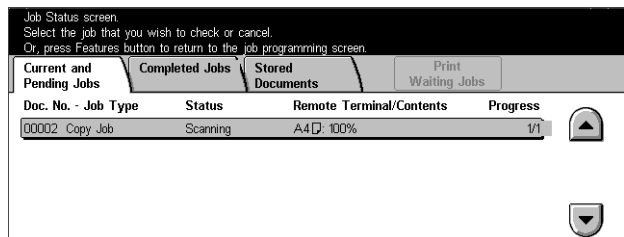
The queued copy job will be displayed. If no job is displayed on the touch screen, it may have already been processed.

For more information, refer to Current and Pending Jobs in the Job Status chapter on User Guide.

Stop the Copy Job

Follow the steps below to manually cancel the activated copy job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current copy job.

NOTE: Select the <Start> button on the control panel to resume the suspended copy job.
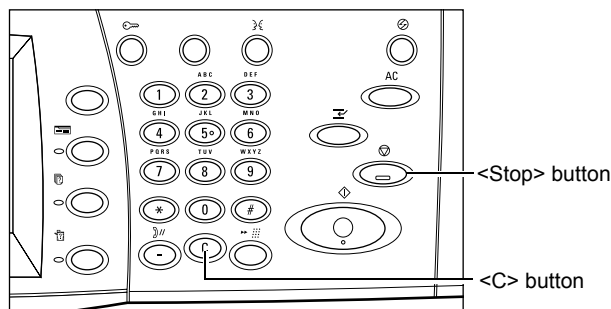
2. If required, press <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.

3. Press the <C> button on the control panel to delete the suspended copy job.
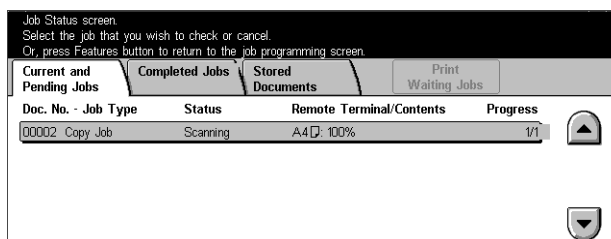
Basic Copying

This section describes the basic features for a copy job on the [Basic Copying] screen. For information on the features available, refer to the following.

Reduce/Enlarge – page 42
Paper Supply – page 43
2 Sided – page 45
Copy Output – page 46

1. Press the <All Services> button on the control panel.

2. Select [Copy] on the touch screen. Ensure that the [Basic Copying] screen is displayed.

3. Select the required option.
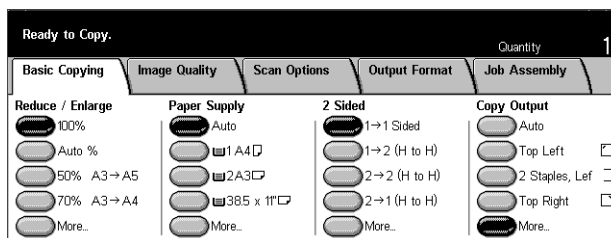
Reduce/Enlarge

In addition to 100% size for copies, reduced or enlarged copies within the range of 25–400% can be produced by selecting one of the [Reduce/Enlarge] features.
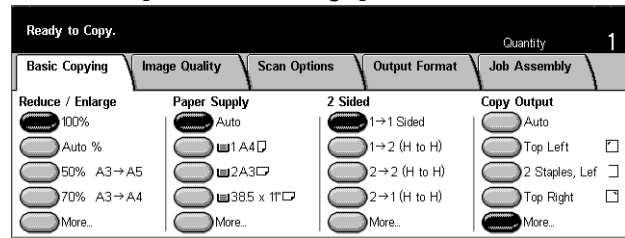
100%

Makes copies at the same size as the document.

Auto %

Automatically reduces/enlarges the image of the document to fit on the paper size selected.

NOTE: If this option is enabled, you cannot select [Auto] in [Paper Supply], or [Auto Size Detect] for [Paper Size] in [Tray 5 (Bypass)]. The Tray 1 is selected automatically, even if [Auto] is selected in [Paper Supply]. If [Auto Size Detect] is selected for [Paper Size] in [Tray 5 (Bypass)], pressing the <Start> button will result in an error.

Presets

Allows you to select a reduction/enlargement ratio from the two most frequently used presets set up by the Key Operator.

More

Displays the [Reduce/Enlarge] screen.

[Reduce/Enlarge] Screen

Allows you to select or specify the reduction/enlargement ratio on this screen.

1. Select [More] for [Reduce/Enlarge] features on the [Basic Copying] screen.

2. Select the required option.

3. Select [Save].
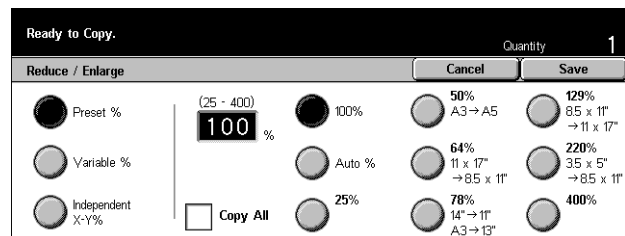
Preset %

- Presets – Allows you to select from seven preset enlarge/reduce ratios. The presets are set up by the Key Operator.

- Copy All – Reduces the image of documents slightly than the selected reduction/enlargement ratio to copy the complete document onto the paper.

Variable %

Allows you to specify a reduction/enlargement ratio using the screen keypad or the scroll buttons on the touch screen within the range 25–400% in 1% increments.

Independent X–Y %

Allows you to specify a reduction/enlargement ratio individually for the width and length within the range of 25–400% in 1% increments.

• Auto – Automatically specifies the reduction/enlargement ratio individually for the width and length to fit on the paper.

• Auto(Copy All) – Enables the [Auto] feature and reduces the image of the document slightly smaller than the reduction /enlargement ratio to copy all the image of the document onto the paper.

• XY – Specifies the same ratio for the width and length at the same time.

NOTE: When [Auto %] is selected, Tray 1 is selected automatically, even if [Auto] is selected in [Paper Supply].

Paper Supply

The available paper trays are displayed on the touch screen together with the media size and orientation preset for each tray.

When changing the size or type of media in the tray, the tray must be reprogrammed by the Key Operator to match the media being loaded. For more information on reprogramming the tray, contact the Key Operator.

For information on the sizes and types of media supported for the machine, refer to *the Paper and Other Media chapter*.
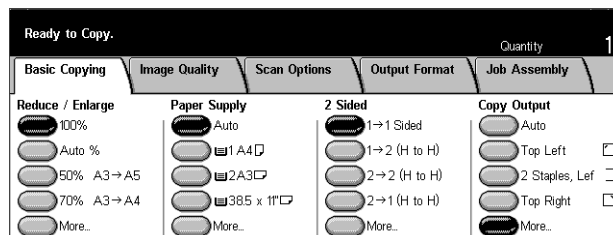
Auto

Allows you to select an appropriate tray automatically according to the document size, amount of reduction or enlargement, and related features settings.

NOTE: When [Auto %] is selected in [Reduce/Enlarge], even if [Auto] is selected in [Paper Supply], [100%] is selected automatically in [Reduce/Enlarge].

Presets

Allows you to select a paper tray from the three preset trays set up by the Key Operator. The tray number, paper size, and orientation are also displayed for all trays except Tray 5.

More

Displays the [Paper Supply] screen.

[Paper Supply] Screen

Allows you to select a paper tray from up to five preset trays including the bypass tray.

1. Select [More] for the [Paper Supply] feature on the [Basic Copying] screen.

2. Select the required option.

3. Select [Save].
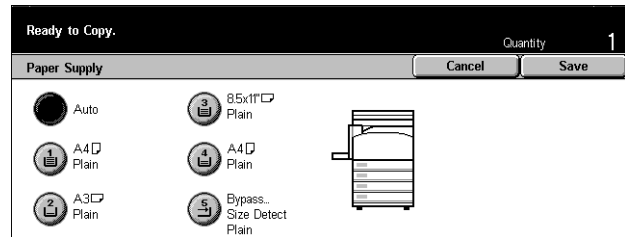
Auto

Refer to the [Auto] option explained previously.

Presets

Allows you to select a paper tray from up to four presets.

Bypass

Displays the [Tray 5 (Bypass)] screen.

[Tray 5 (Bypass)] Screen

You can temporarily use the bypass tray to load paper that is unavailable from the preprogrammed trays. Up to a 10 mm or 0.4 inch stack of paper (approximately 95 sheets of 80 g/m^2 paper) can be loaded into the bypass tray. Follow the steps below to make full use of the bypass tray.

1. Select [Bypass Tray] on the [Paper Supply] screen.

2. Select the required option.

3. Select [Save].
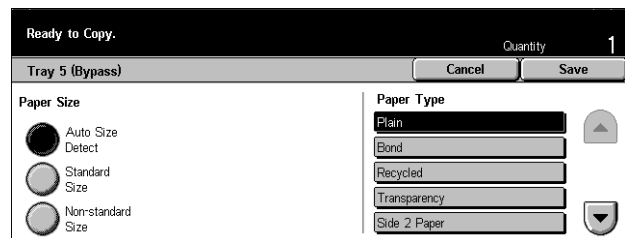
Paper Size

• Auto Size Detect – Automatically senses the paper size fed from the bypass tray.

• Standard Size – Displays the preset paper sizes on the touch screen, and allows you to select the paper size from the displayed paper size. The preset paper size is set up by Key Operator.

• Non-standard Size – Allows you to specify the width and length of paper size using the scroll buttons in 1 mm (0.1 inch) increments. The acceptable ranges of paper sizes are 89–297 mm (3.5–11.7 inches) for width and 99–432 mm (3.9–17.0 inches) for length.

Paper Type

Select a paper type from the preset types displayed. The presets are set up by the Key Operator.

2 Sided

This feature allows you to automatically make double-sided copies from single or double-sided documents.

NOTE: Before using the feature, specify the document orientation to indicate top of the document in [Original Orientation] on the [Scan Options] screen.

NOTE: The double-sided copy option cannot be used with the following paper types: Transparency, Lightweight, Heavyweight, Labels, cover stock, as well as paper already printed on one side (i.e., scrap paper).
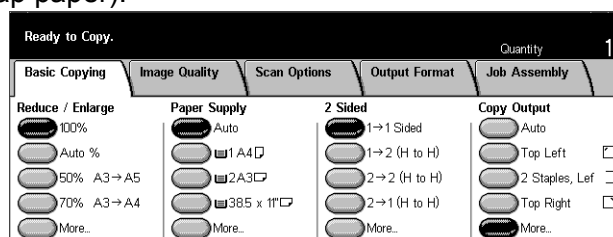
1 → 1 Sided

Produces single-sided copies from single-sided documents.

1 → 2 (H to H)

Produces double-sided copies from single-sided documents.

2 → 2 (H to H)

Produces double-sided copies from double-sided documents.

2 → 1 (H to H)

Produces single-sided copies from double-sided documents

NOTE: When using the document glass for [1 → 2 (H to H)] or [2 → 2 (H to H)], the machine will display a message when it is ready to scan the next document.

More

Displays the [2 Sided] screen.

[2 Sided] Screen

Allows you to select the previous option and whether to rotate side 2 pages head to toe on the printouts.

1. Select [More] for [2 Sided] feature on the [Basic Copying] screen.

2. Select the required option.

3. Select [Save].
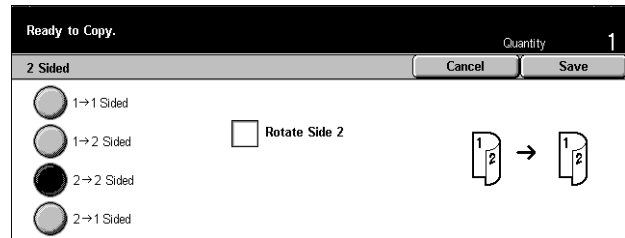
Rotate Side 2

Select this check box to rotate side 2 of the printouts head to toe.

NOTE: This option is available only for [1 → 2 (H to H)] and [2 → 2 (H to H)].

Copy Output

This feature allows you to sort copy outputs. If the optional finisher has been installed, the stapling feature is also available. You can select the staple position on the copy output.

NOTE: The features displayed on the screen vary if the finisher is not installed.

NOTE: If the correct size paper is not loaded in the machine when the stapling feature is applied to a copy or print job, a paper size error may occur while processing the job. When this happens, the finisher contains the wrong size paper already processed up to this point. If the machine displays "The paper size/orientation currently loaded in Tray 5 (Bypass) is different from the setting:" or "The paper size/orientation in Tray X is different from the selected size. Load xxx" on the touch screen, open the Finisher Top Cover and remove the wrong size paper, load the correct size paper in a tray, and restart the job. If you simply replace the paper in a tray and resume the job without removing the processed paper in the finisher, the machine will staple the wrong size paper still in the finisher and the correct size paper from the tray together.
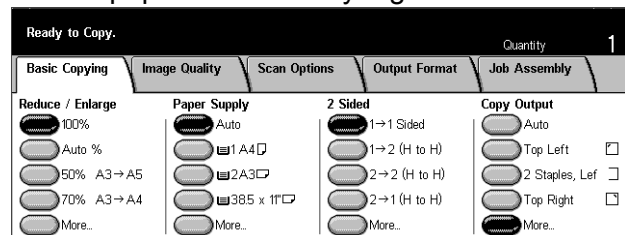
Auto

Automatically applies either [Collated] or [Uncollated] for sorting copy output. The [Collated] option is applied when you use the document feeder or you have enabled [Bound Originals], [Covers], [Blank Separators + N Sets], [Stapling], [Build Job], [Sample Set], or [Booklet Creation]. For all other options, [Uncollated] is applied.

Top Left

Staples the top left corner of the output.

2 Staples Left

Staples two positions on the left of the output.

Top Right

Staples the top right corner of the output.

More

Displays the [Copy Output] Screen.

[Copy Output] Screen

Allows you to select the sorting method for your output and specify the output tray.

1. Select [More] for [Copy Output] feature on the [Basic Copying] screen.

2. Select the required option.

3. Select [Save].
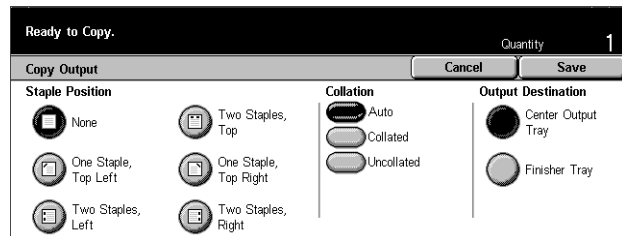
Staple Position

Select one of the five options displayed to specify the staple position.

Collation

- Auto – Automatically applies sorting methods for copy output. Refer to the [Auto] option explained previously.

- Collated – Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three-page document are delivered in the order 1-2-3, 1-2-3.
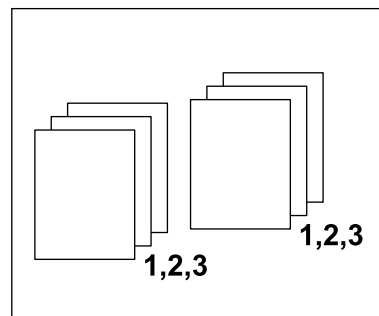
• Uncollated – Delivers the copies in stacks based on the number of copies required for each document. For example, two copies of a three-page document are delivered in the order 1-1, 2-2, 3-3.
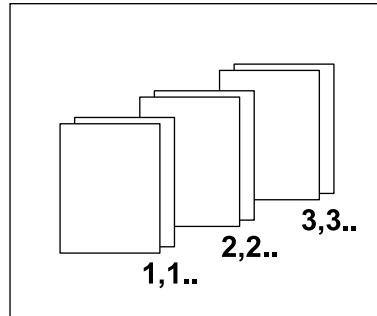
Output Destination

Select an output tray for the copy job from [Center Output Tray] and [Finisher Tray].

NOTE: Before using the Center Output Tray, it must be enabled through the Extended Tray Module setting. Select the type of the Extended Tray Module used. If the optional finisher is installed, select [Offset Stacking Module] to enable the Center Output Tray.

Image Quality - Copy

This section describes the features used to adjust the quality of the output image using the Image Quality options. For more information on the features available, refer to the following.

Original Type – page 48
Lighten/Darken – page 49
Sharpness – page 49
Auto Exposure – page 50

1. Press the <All Services> button on the control panel.

2. Select [Copy] on the touch screen.

3. Select the [Image Quality] tab.

4. Select the required option.
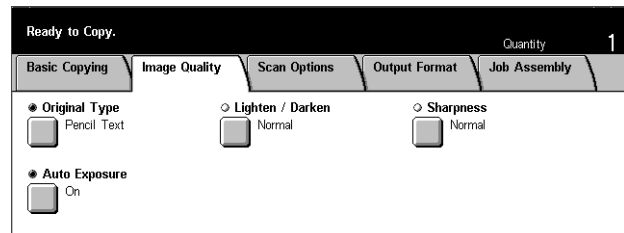
Original Type

This feature allows you to copy at optimum image quality by selecting the type of the original documents.

1. Select [Original Type] on the
   [Image Quality] screen.

2. Select the required option.

3. Select [Save].

Text

Use this option to copy documents that contain text only. Select this option when text
must be clearly copied.

Text & Photo

Use this option to copy documents that contain both text and photographs. Text and
photographs are automatically identified and an appropriate quality mode is selected
for individual areas.

Photo

Use this option to copy documents that contain photographs only.

Pencil Text

Use this option to copy documents written in pencil. These images are light and difficult
to see and are therefore printed darker.

Lighten/Darken

This feature allows you to select the density for copying documents.

1. Select [Lighten/Darken] on the
   [Image Quality] screen.

2. Select the density level.

3. Select [Save].

Sharpness

This feature allows you to increase or decrease the sharpness level of fine lines and
edges.

1. Select [Sharpness] on the
   [Image Quality] screen.

2. Select the sharpness level.

3. Select [Save].
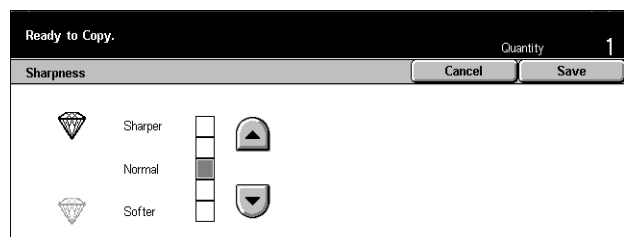
Auto Exposure

This feature allows you to specify whether or not to suppress the background color of documents when copying.

NOTE: This feature is disabled when selecting [Photo] on the [Original Type] screen.

1. Select [Auto Exposure] on the [Image Quality] screen.

2. Select [On] to enable the feature.

3. Select [Save].
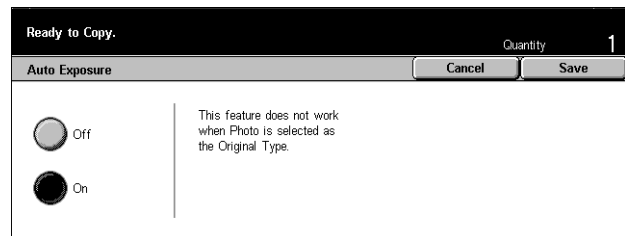
Scan Options - Copy

This section describes the [Scan Options] used to adjust the layout. For more information on the features available, refer to the following.

Bound Originals – page 51
2 Sided Book Copy – page 52
Original Size – page 52
Mixed Size Originals – page 53
Border Erase – page 54
Margin Shift – page 54
Image Rotation – page 56
Mirror Image/Negative Image – page 57
Original Orientation – page 58

1. Press the <All Services> button on the control panel.

2. Select [Copy] on the touch screen.

3. Select the [Scan Options] tab. Use the side tabs to switch between screens.

4. Select the required option.
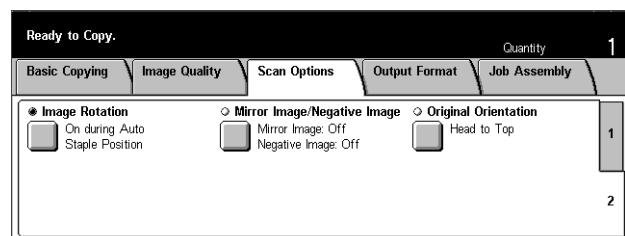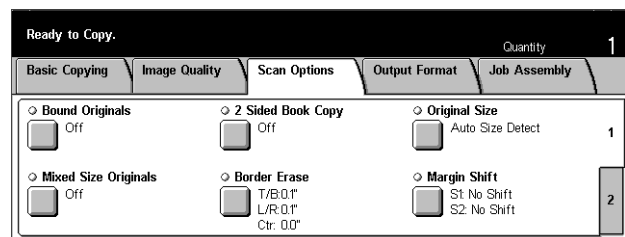
Bound Originals

This feature allows you to copy facing pages of a bound document using the document glass. The two pages will be copied onto two separate pages.

1. Select [Bound Originals] on the [Scan Options] screen.

2. Perform the necessary operations.

3. Select [Save].
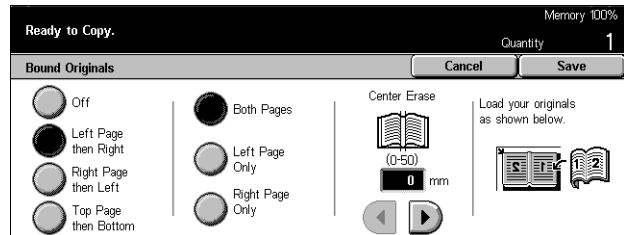
NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Copies both pages of an open book from left to right.

Right Page then Left

Copies both pages of an open book from right to left.

Top Page then Bottom

Copies both pages of an open book from top to bottom.

Both Pages

Copies both pages of an open book.

Left Page Only

Copies only the left-side page of an open book.

Right Page Only

Copies only the right-side page of an open book.

Top Page Only

Copies only the upper-side of an open book.

Bottom Page Only

Copies only the lower-side of an open book.

Center Erase

Erases printing of the central gutter area of the book that tends to be shadowed. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0–50 mm (0.0–2.0 inches) in 1 mm or 0.1 inch increments.

2 Sided Book Copy

This feature allows you to make double-sided copies from bound documents using the document glass. A blank sheet is automatically inserted as the first page.

1. Select [2 Sided Book Copy] on the [Scan Options] screen.

2. Select the required option.

3. Select [Save].
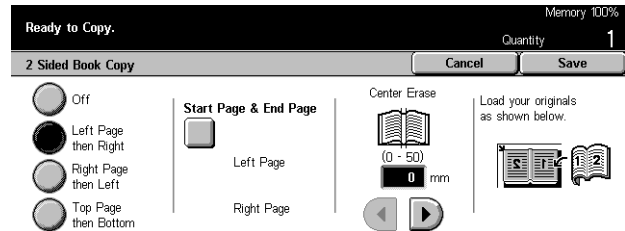
NOTE: This feature and the [Bound Originals] feature cannot be activated simultaneously.

Off

Disables the feature.

Left Page then Right

Copies both pages of an open book from left to right.

Right Page then left

Copies both pages of an open book from right to left.

Top Page then Bottom

Copies both pages of an open book from top to bottom.

Start Page & End Page

Displays the [2 Sided Book Copy - Start Page & End Page] screen.
Specifies the front or back of the page to be the starting or ending side for copying. The specified page sides must be identified using the bound originals.

Center Erase

Erases printing of the central gutter area of the book that tends to be shadowed. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0–50 mm (0.0–2.0 inches) in 1mm (0.1 inch) increments.

Original Size

Using this feature, the size of the document can be automatically detected, selected from a list of preset sizes, or manually specified using the custom option. If Custom is used, documents will be copied according to the specified size regardless of their actual size.

1. Select [Original Size] on the [Scan Options] screen.

2. Select the required option.

3. Select [Save].
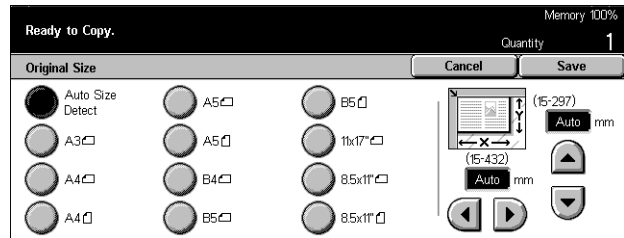
Auto Size Detect

Automatically detects the size of standard sized documents.

Presets

Select from the 11 preset standard sizes in portrait or landscape orientations. The presets are set up by the Key Operator.

Custom

Specify the document size manually using scroll buttons within the ranges of 15–297 mm (0.6–11.7 inches) for width and 15–432 mm (0.6–17.0 inches) for length.

Mixed Size Originals

This feature allows you to load different size documents in the document feeder at the same time.

NOTE: To enable the feature, select [Auto Size Detect] on the [Original Size] screen.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document in [Original Orientation] on the [Output Format] screen.

NOTE: When loading standard size documents, you may still see a message asking you to manually input the document size. Follow the messages to input the size manually. Load mixed size documents short edge first.

1. Select [Mixed Size Originals] on the [Scan Options] screen.

2. Select [On] to enable the feature.

3. Select [Save].
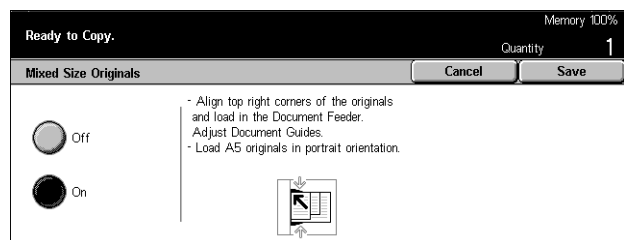
NOTE: If you disable this feature and make copies of the mixed sized originals, the size of the first page will be the size for all the copies.

Border Erase

This feature allows you to erase black shadows or unwanted marks such as hole punch marks from each edge or the center of the copy.

NOTE: If you do not use this feature when copying bound documents or copying documents with the cover open, black shadows may appear around the edge or in the center of the copies.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document for [Original Orientation] on the [Output Format] screen.

1. Select [Border Erase] on the [Scan Options] screen.

2. Perform the necessary operations.

3. Select [Save].
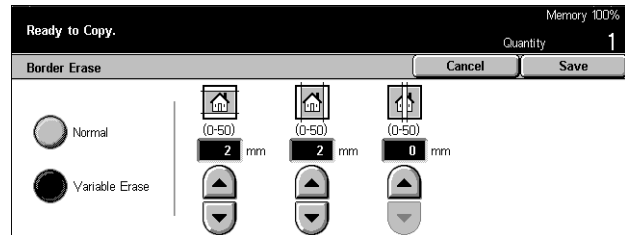
Normal

Use the preset values to select the amount to be erased from the edge or center of the documents. Presets are set up by the Key Operator. If you do not want to erase any edge and/or center width, select [Variable Erase] and select 0.0 using the scroll buttons.

Variable Erase

Allows you to adjust the amount of deletion from the edge or center of the documents. Enter the amount you want to erase from the top, bottom, right, left, and center margins. Up to 50 mm (2 inches) can be entered.

Margin Shift

This feature allows you to change the position of the image on an output page.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document for [Original Orientation] on the [Output Format] screen.

NOTE: The amount of the image shift depends on the size of paper loaded in the machine.

NOTE: When [Mixed Size Originals] is selected, the amount shifted is determined by the image position of the first sheet and is applied to all subsequent sheets of the documents.

1. Select [Margin Shift] on the [Scan Options] screen.
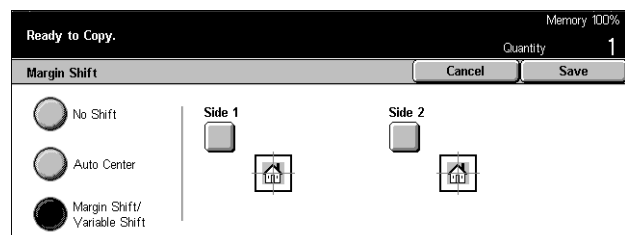
2. Select the required option.

3. Select [Save].

No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Margin Shift/Variable Shift

Automatically moves images by specified amounts on the paper. You can enter up to 50 mm (2 inches) for both dimensions.

If your machine is configured to perform double-sided copies, you can select the options below for the front and back page copies, separately.

• Side 1 – Displays the [Margin Shift - Side 1] screen.

• Side 2 – Displays the [Margin Shift - Side 2] screen.

[Margin Shift - Side 1] Screen

Use this feature to move images on the Side 1 page.

1. Select [Margin Shift/Variable Shift] in the [Margin Shift] screen.

2. Select [Side 1] to display the [Margin Shift - Side 1] screen.

3. Select the required option.
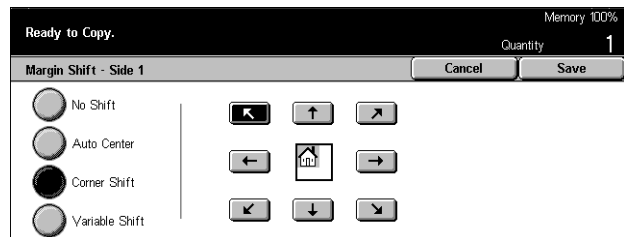
4. Select [Save]

No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Corner Shift

Moves images to the corner of the paper. Select one of eight arrows to specify the direction for the movement.

Variable Shift

Moves images by specified amounts on the paper. You can specify up to 50 mm (2 inches) for both dimensions using the scroll buttons.

[Margin Shift - Side 2] Screen

This feature allows you to move images on the Side 2 page.

1. Select [Margin Shift/Variable Shift] in the [Margin Shift] screen.

2. Select [Side 2] to display the [Margin Shift - Side 2] screen.

3. Select the required option.
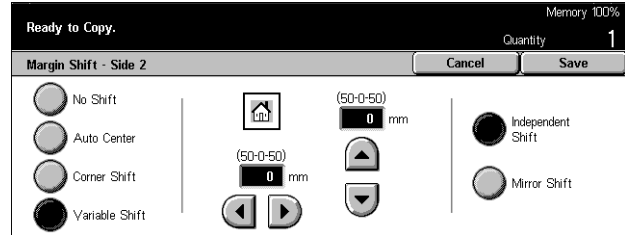
4. Select [Save].

No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Corner Shift

Moves images to the corner of the paper. Select one of eight arrows to specify the direction for the movement.

Variable Shift

Moves images by specified amounts on the paper. You can specify up to 50 mm (2 inches) for both dimensions using the scroll buttons.

Independent Shift

Allows you to make settings for Side 2 independently from the settings for Side 1.

Mirror Shift

Automatically places the image on the Side 2 page, matching the position of the image on the Side 1 page.

Image Rotation

This feature allows you to automatically rotate the image to match the orientation of the paper in the tray.

1. Select [Image Rotation] on the [Scan Options] screen.

2. Select the required option.

3. Select [Save].

Off
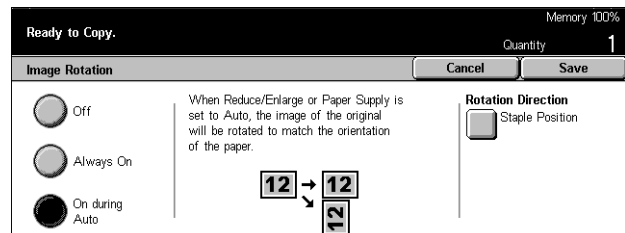
Disables the feature.

Always On

Rotates an image every time.

On during Auto

Rotates an image only when selecting [Auto] in the [Paper Supply] or [Reduce/Enlarge] features.

Rotation Direction

Displays the [Image Rotation - Rotation Direction] screen.

[Image Rotation - Rotation Direction] Screen
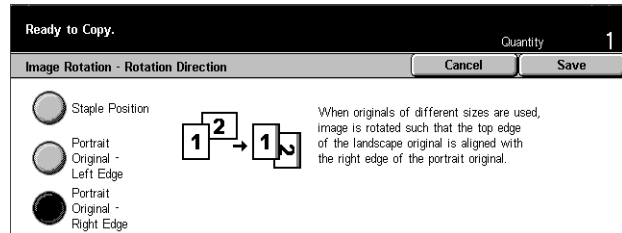
Use this screen to determine the edge of the copy paper where the top of the document image is aligned when documents are of mixed orientation. The following options are available:

• Staple Position – Rotates the image depending on the staple position. This option is available only when the finisher is installed on the machine.

• Portrait Orientation - Left Edge – Rotates the image to align the top of a landscape document with the left side of a portrait document.

• Portrait Orientation - Right Edge – Rotates the image to align the top of a landscape document with the right side of a portrait document.

Mirror Image/Negative Image

This screen offers you two different features: mirroring the image or inverting the image.

1. Select [Mirror Image/Negative Image] on the [Scan Options] screen.

2. Select the required option.

3. Select [Save].
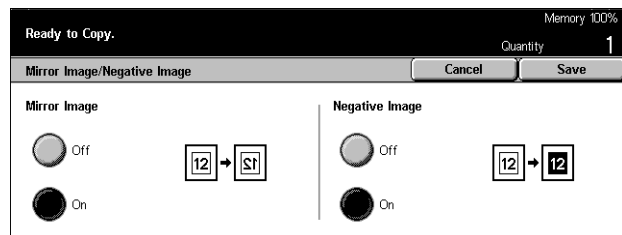
Mirror Image

Select [On] to create a mirror image of the document.

Negative Image

Select [On] to invert all the black images on the page to white and all the white images to black.

Original Orientation

This feature allows you to specify the orientation of the documents. The document orientation must be specified before using the following features: Independent X-Y %, 2 Sided, Mixed Size Originals, Border Erase, Margin Shift, Multiple-Up, Repeat Image.

1. Select [Original Orientation] on the [Scan Options] screen.

2. Select the required option.

3. Select [Save].
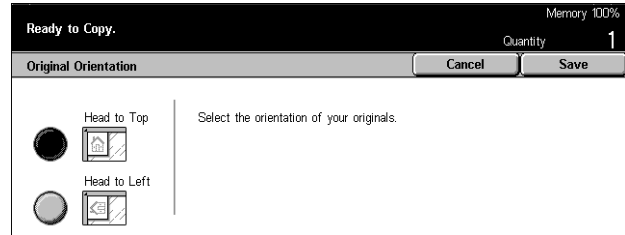
Head to Top

Select this option when the top of the document is orientated towards the back of the machine.

Head to Left

Select this option when the top of the document is orientated towards the left of the machine.

Output Format - Copy

This section describes features that enhance the appearance of a copy job. For more information on the features available, refer to the following.

Booklet Creation – page 59
Covers – page 61
Transparency Separators – page 62
Multiple-Up – page 63
Poster – page 63
Repeat Image – page 64
Annotation – page 65
Set Numbering – page 66

1. Press the <All Services> button on the control panel.

2. Select [Copy] on the touch screen.

3. Select the [Output Format] tab. Use the side tabs to switch between screens.
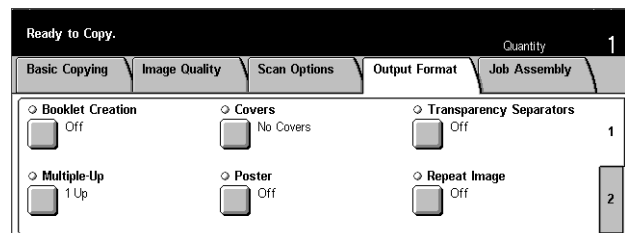
4. Select the required option.
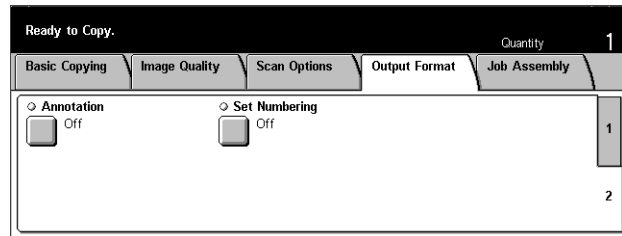
Booklet Creation

This feature allows you to print the images side by side, on both sides of each page in the correct order to make a booklet. Fold the copies in half and staple in the middle to create a finished booklet.

NOTE: If the number of document pages is a multiple of four, the booklet will not have blank pages. Otherwise the extra pages in the book will be blank.

1. Select [Booklet Creation] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].

Off
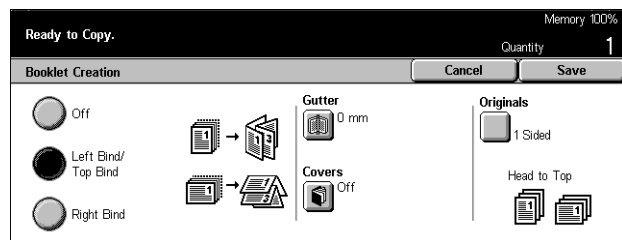
Disables the feature.

Left Bind/Top Bind

Make a booklet that opens to the left or upward.

Right Bind

Makes a booklet that opens to the right.

Gutter

Displays the [Booklet Creation - Gutter] screen.

Covers

Displays the [Booklet Creation - Covers] screen.

Originals

Displays the [Booklet Creation - Originals] screen.

[Booklet Creation - Gutter] Screen

Allows you to specify the amount of inside margin in 1 mm (0.1 inch) increments between 0 to 50 mm (0.0–2.0 inches) using the scroll buttons.

1. Select [Booklet Creation - Gutter] on the [Booklet Creation] screen.

2. Perform the necessary operations.
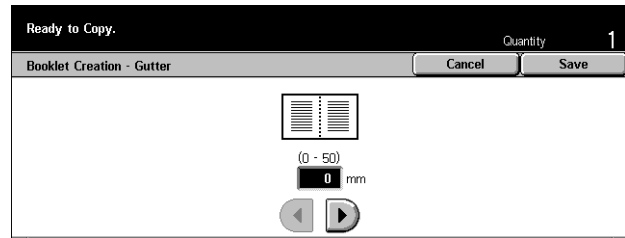
3. Select [Save].

[Booklet Creation - Covers] Screen

Allows you to select the required option to add a cover sheet to the booklet.

1. Select [Booklet Creation - Covers] on the [Booklet Creation] screen.

2. Select the required option.

3. Select [Save].
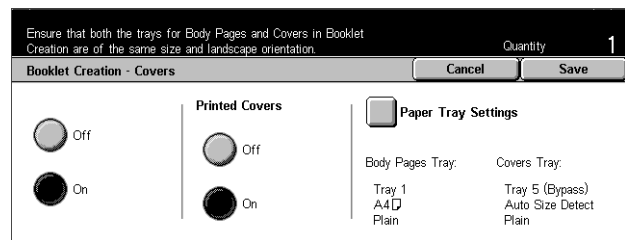
Off

Makes a booklet without a cover sheet.

On

Adds a cover sheet to the booklet from the cover stock tray. When selected, the [Printed Covers] option becomes available.

Printed Covers

- Off – Adds a blank cover to the booklet automatically.

- On – Copies the first page of the set of documents onto the cover stock. You must add blank sheets to the set of documents if you want only the front or the back covers to be printed.
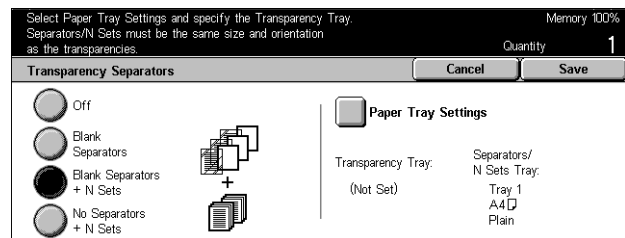
Paper Tray Settings

Displays the [Booklet Creation - Covers - Paper Tray Settings] screen. Select one of the presets to specify [Covers Tray] and [Body Pages Tray]. Five presets including bypass tray are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 44*.

[Booklet Creation - Originals] Screen

Allows you to specify the type of the documents being used to make booklets.

1. Select [Booklet Creation - Originals] on the [Booklet Creation] screen.

2. Select the required option.

3. Select [Save].
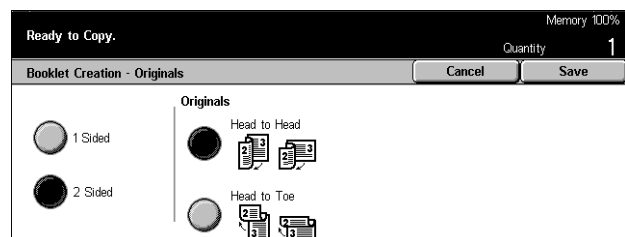
1 Sided

Use to copy single-sided documents.

2 Sided

Use to copy double-sided documents. When selected, the [Originals] option is available.

Originals

*   Head to Head – Select if your documents are head to head, with the binding edge on the left side.

*   Head to Toe – Select if your documents are head to toe, with the binding edge on the top edge.

Covers

This feature allows you to add paper or card covers to a copy job.

NOTE: If the machine's memory becomes full while scanning a document with this feature enabled, follow the instructions on the screen to cancel the job. Delete the stored documents or reduce the amount of pages to free some memory and try scanning again.

1. Select [Covers] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].
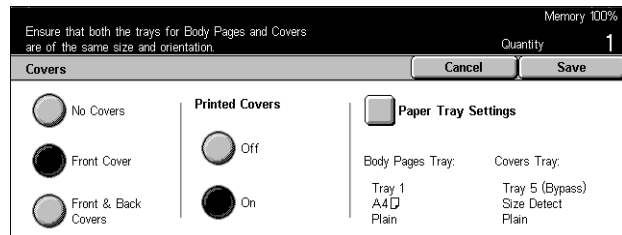
No Covers

Disables the feature.

Front Cover

Makes copies with a different type of paper specified as the cover page before the first page of documents.

Front & Back Covers

Makes copies with a different type of paper specified as the cover page before the first page and after the last page of documents.

Printed Covers

*   Off – Adds a blank cover to the documents.

*   On – Copies the first and last pages of the documents onto the cover stock. If you want only the front or the back cover to be blank, add a blank sheet to the first or last of the documents accordingly.

Paper Tray Settings

Displays the [Covers - Paper Tray Settings] Screen. Select one of the presets to specify the [Covers Tray] and the [Body Pages Tray]. The paper loaded in the trays selected for [Covers Tray] and [Body Pages Tray] should be the same size and orientation. Five presets including [Bypass Tray] are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 44*.

Transparency Separators

This feature allows you to copy onto transparency stock, to place dividers between the pages, and to make hard copy sets for handouts.

1. Select [Transparency Separators] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].

Off

Disables the feature.

Blank Separators

Places a blank sheet of paper between each transparency sheet.

Blank Separators + N Sets

Copies one set of transparencies with blank dividers, along with sets of paper copies for handouts.

No Separators + N Sets

Copies one set of transparencies with no dividers, along with sets of paper copies for handouts.

Paper Tray Settings

Displays the [Transparency Separators - Paper Tray Settings] Screen. Select one of the presets to specify the [Transparency Tray] and the [Separators/N Sets Tray]. Five presets including [Bypass Tray] are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 44*.

Multiple-Up

This feature allows you to copy two, four or eight independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

1. Select [Multiple-Up] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].
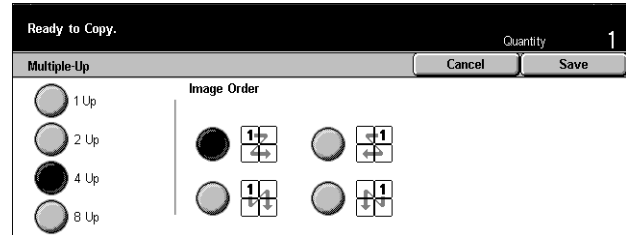
1 Up

Disables the feature.

2 Up

Copies two documents onto one sheet of paper.

4 Up

Copies four documents onto one sheet of paper.

8 Up

Copies eight documents onto one sheet of paper.

Image Order

Sets how to lay out the documents on a page. For [2 Up], you can select either [Left to Right/Head to Toe] or [Right to Left/Head to Toe]. For [4 Up] or [8 Up], you can select either [Left Start Horizontal], [Right Start Horizontal], [Left Start Vertical], or [Right Start Vertical].

Poster

This feature allows you to divide and enlarge an original document, and to copy each divided part onto multiple sheets of paper. You can paste them all together to make one large poster.

1. Select [Poster] on the [Output Format] screen.

2. Perform the necessary operations.

3. Select [Save].
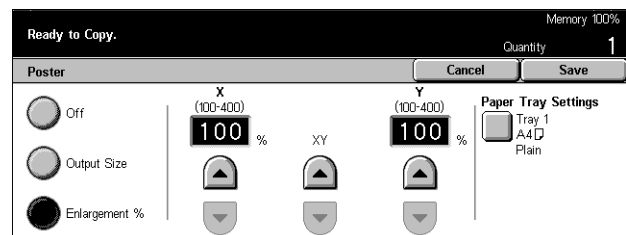
NOTE: The machine automatically overlaps partitioned images when copying to allow for cutting and pasting. The overlap width is set at 10 mm (0.4 inch).

Off

Disables the feature.

Output Size

Specifies the size of poster you want to make by selecting one of the presets that are listed on the touch screen. The machine automatically calculates the magnification and decides how many sheets are needed for the job.

Enlargement %

Use scroll buttons to enter the magnification rates for the length and width of a document separately, within the range of 100–400% in 1% increments. The machine automatically decides how many sheets are needed for the job.

Paper Tray Settings

Displays the [Poster - Paper Tray Settings] screen. Select one of the presets on the screen to specify the tray for the job. Five presets including [Tray 5 (Bypass)] are available. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 44*.

Repeat Image

This feature allows you to print an original image repeatedly onto one sheet of paper.

1. Select [Repeat Image] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].

Off
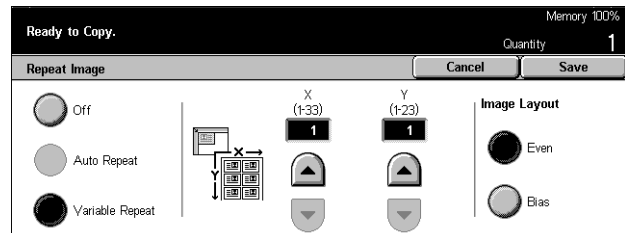
Disables the feature.

Auto Repeat

Automatically calculates the number of times to repeat vertically or horizontally from document size, stock size, and magnification.

Variable Repeat

Allows you to use the scroll buttons to manually enter the number of times to repeat the image vertically or horizontally. Between 1 to 23 for vertical repeat, and 1 to 33 for horizontal repeat can be set.

Image Layout

• Even – Copies the repeated images equally on the paper.

• Bias – Copies the repeated images on the paper with no spaces between the images.

Annotation

This feature allows you to add the date, page numbers, and a predetermined phrase to the copy outputs.

1. Select [Annotation] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].
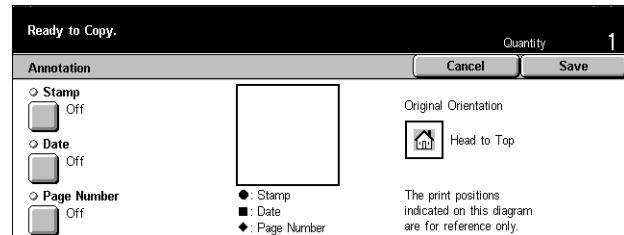
Stamp

Displays the [Annotation Stamp] screen. Use this screen to add a predetermined phrase such as 'Confidential', 'Draft' etc. to the output. The following options are available:

• Off – Disables the feature.

• On – Enables the feature.

• Text – Displays the [Annotation - Stamp - Text] screen. Select the predetermined phrase you wish to print on the copies.

• Position – Displays the [Annotation - Stamp - Position] screen. Select where to stamp on each page.

• Print On – Displays the [Annotation - Stamp - Print On] screen. Specify which of the pages you wish to print on, from [First Page Only], or [All pages].

Date

Displays the [Annotation - Date] screen. Use this screen to print the current date on the copies based on the selections made. The following options are available:

• Off – Disables the feature.

• On – Enables the feature.

• Print On – Displays the [Annotation - Date - Print On] screen. Specify which pages you wish to print the date on, from [First Page Only], or [All Pages].

• Position – Displays the [Annotation - Date - Position] screen. Select where to place the date on the page.

Page Number

Displays the [Annotation - Page Number] screen. Use this screen to print page numbers on the copies. The following options are available.

• Off – Disables the feature.

• On – Enables the feature.

- Style – Displays the [Annotation - Page Number - Style] screen. Select a style for the page number. If you select a [1/N, 2/N, 3/N] option, the [N: Total Pages] option displays. Select [Auto] to enable the machine to count the page automatically to find the total, or select [Enter Number] to manually enter the total number of pages. The number is then printed after the individual page number.

- Position – Displays the [Annotation - Page Number - Position] screen. Select where to place the page number on the page.

- Print On – Displays the [Annotation - Page Number - Print On] screen. Specify pages which require the page number, and the initial page number to use. The range of numbering pages is selectable from [All Pages] and [Enter First page Number]. If you select [All Pages], a [Start Number] must be entered using the scroll buttons or the numeric keypad. If you select [Enter First page Number], manually enter [Start Page] and [Start Number].
Select [Include Cover/Separators] when you want to print the page number on the cover page or the divider.

Set Numbering

This feature allows you to add information such as a control number, predetermined text and the machine serial number to copy output.

1. Select [Set Numbering] on the [Output Format] screen.

2. Select the required option.

3. Select [Save].
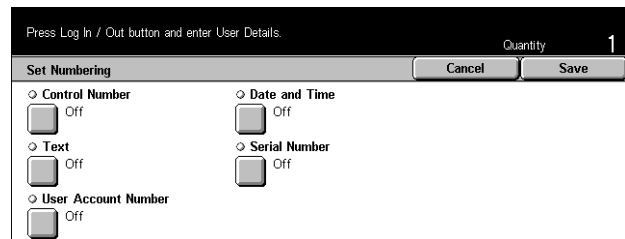
Control Number

Numbers the documents and prints sequential numbers on the copies. The [Set Numbering - Control Number] screen is displayed and the following options are available:

- Off – Disables the feature.

- On – Enables the feature. You can input up to 999 as a start number.

Text

Prints one of the prefixed phrases on the copies. The [Set Numbering - Text] screen is displayed and the following options are available:

- Off – Disables the feature.

- On – Enables the feature. Select [Copy Prohibited], [Copy] or [Duplicate] for the phrase.

User Account Number

Prints the User Account No when the Authentication or Auditron Administration feature is enabled.

Date and Time

Prints the date and time that the copy job started on each of the copies. The [Set Numbering - Date and Time] screen is displayed. Select [On] to enable the feature.

Serial Number

Prints the serial number of the machine on the copies. The [Set Numbering - Serial Number] screen displays. Select [On] to enable the feature.

Job Assembly

This section describes how to make settings on the [Build Job] feature. For more information on the feature, refer to the following.

Build Job – page 67

1. Press the <All Services> button on the control panel.

2. Select [Copy] on the touch screen.

3. Select the [Job Assembly] tab.

```
Ready to Copy.                                                    Quantity      1
 Basic Copying  \ Image Quality \ Scan Options \ Output Format \ Job Assembly \

 ○ Build Job
   [ ]  Off
```
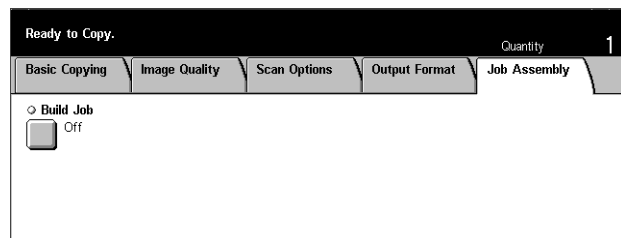
Build Job

This feature allows you to make copies with different settings for single pages or groups of pages yet run the job as a single job. For example, if a job consists of some sections with text and some with photos, you can select the appropriate settings to be applied to each section and then print them at one time. You can also print only one set of the job prior to printing out the whole quantity. This will allow you to check the print result and adjust the settings if necessary.

1. Select [Build Job] on the [Job Assembly] screen.

2. Select the required option.

3. Select [Save].

```
Select On for Build Job, then select features that will be applied       Memory 100%
to the entire job and the first job segment.
Load originals for the first job segment and press Start.          Quantity      1
 Build Job                                         Cancel        Save

                           Sample Set
   ( ) Off                 ( ) Off          Select On to make a proof set of your
                                            originals. Check output. Press Start
                                            to print the remaining sets or Stop to
   ( ) On                  ( ) On           cancel the job.

                                            The sample set is counted as part of the
                                            quantity selected.
```

Off

Disables the feature.

On
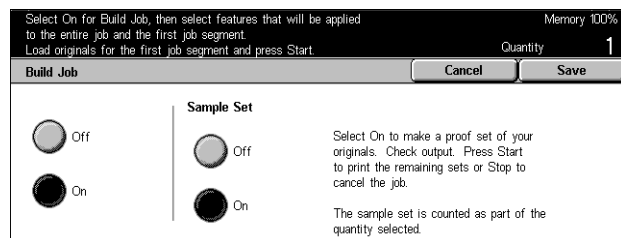
Enables the feature.

Sample Set

Prints one set of the job prior to printing the whole quantity. You can choose whether or not to print more sets after checking the print result.

• Off – Disables the feature.

• On – Enables the feature. After copying one set of the job, the job is suspended. Select [Start] to copy the remaining sets or [Stop] to stop the job.

NOTE: Copies produced by [Sample Set] are counted towards the total copy count.

After each section of the document is scanned, the following screen is displayed.
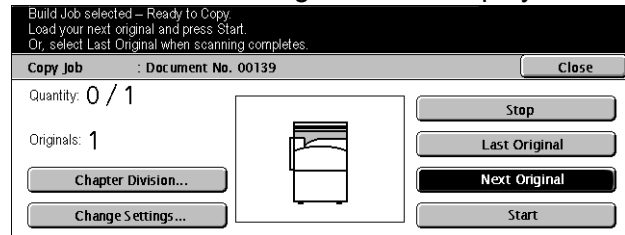
Chapter Division

Displays the [Chapter Division/Separators] screen. The following options are available.

• Off – Disables the feature.

• Chapter Division – Automatically splits chapters. When using the double-sided copy option, the first page of the next set is copied onto the front of the paper. This means the back of last paper copied will be blank, if the last page of the previous set is odd.

• Separators – Automatically splits chapters and places a separator page between chapters. Select one of the five presets for [Separators Tray] including the bypass tray to specify the tray for separator pages. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 44*.

Change Settings

Allows you to change the settings on the [Change Settings] screen before scanning the next section. Press the <Start> button on the control panel to start scanning.

Stop

Deletes the copy job controlled by the [Build Job] feature.

Last Original

Select this option to indicate that you have finished scanning the whole job.

Next Original

Select this option to sequentially scan more sections for the job.

Start

Starts scanning the next section.

4 Fax/Internet Fax

This chapter contains information on the fax screens and the fax features available. In addition to conventional fax features, the machine offers you a Direct Fax feature and an Internet Fax feature. Direct Fax allows you to transmit faxes directly from PC clients. Internet Fax allows you to send scanned images by e-mail over the Internet or intranet. For more information on Direct Fax, refer to Fax Driver On-line Help on the CentreWare CD-ROM. For more information on Internet Fax, refer to the System Administration Guide.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

NOTE: When setting up Fax options, users in European countries and North American countries may be required to set their country code for the line. Specify the country referring to the following section. Also refer to Other Settings in the Common Settings in the Setups chapter of the User Guide.

Country Code for Fax Option

When setting up the Fax option, users in the following countries may be required to set the country code for the line.

CAUTION: Fax connection approval depends on the country. For machines imported to North American countries, the settings can be changed for Canada and USA. For machines imported to European countries, the settings can only be changed for the European countries below.

European countries:

Austria	Finland	Ireland	Portugal	Switzerland
Belgium	France	Italy	Romania	United Kingdom
Bulgaria	Germany	Holland	Slovakia	
Czech	Greece	Norway	Spain	
Denmark	Hungary	Poland	Sweden	

North American countries:

Canada	USA

Enter the System Settings mode, select [Common Settings], then select [Other Settings]. In the [Other Settings] screen, scroll down to and select [Country], then select

the required country. After saving the settings, the machine reboots automatically. For more information, refer to Enterring the System Settings in the User Guide.

NOTE: This setting is only available with the Fax option for the countries stated above.

Fax/Internet Fax Procedure

This section describes the basic procedure for sending faxes and Internet Faxes. Follow the steps below.

1. Load the Documents – page 70

2. Select the Features – page 71

3. Specify the Destination – page 71

4. Start the Fax/Internet Fax Job – page 72

5. Confirm the Fax/Internet Fax Job in the Job Status – page 72

Stop the Fax/Internet Fax Job – page 73

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for more information, contact the Key Operator.

NOTE: For information on using Direct Fax from PC clients, refer to Fax Driver On-line Help on the CentreWare CD-ROM.

1. Load the Documents

The following steps explain how to load documents using the document feeder. When sending a fax, you can scan up to 600 mm in length (simplex mode). You can also use the document glass to send documents if required.

This machine is capable of scanning mixed size originals, using the document feeder. Align the documents against the inner corner of the document feeder; and enable the *Mixed Size Originals* feature. For more information, refer to Mixed Size Originals on User Guide.

1. Load documents face up into the document feeder or face down on the document glass.
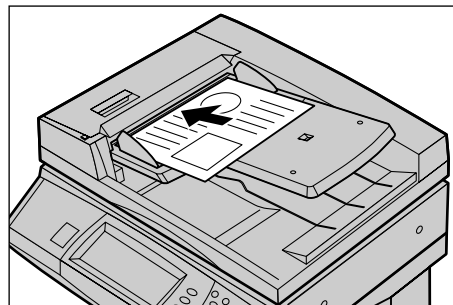
NOTE: The long fax document scan feature has the following limitations.

- Only available when using the document feeder.

- Allows you to scan up to 600 mm (23.62 inches) in length.

• Not available in the duplex mode.

NOTE: In both simplex and duplex modes, scanning a document at its original size or smaller is recommended. An enlarged image may be cut off during transmission.

2. Select the Features

The features available on the [Basic Features] screen are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

1. Press the <All Services> button on the control panel.

<All Services> button   <Clear All> button
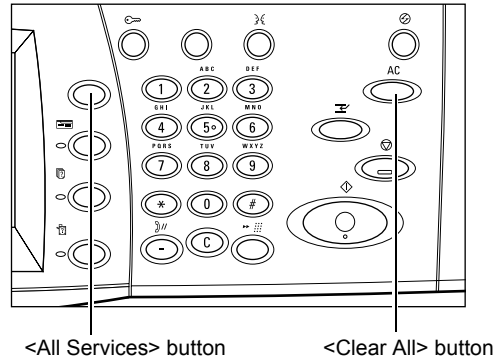
2. Select [Fax/Internet Fax] on the touch screen. Ensure that the [Basic Features] screen is displayed.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.
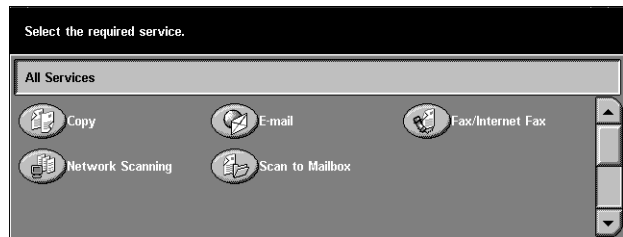
3. Press the <Clear All> button once on the control panel to cancel any previous selections.

4. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, press one of the tabs and configure the fax/Internet Fax settings. For information on the individual tabs, refer to the following.

Basic Features - Fax/Internet Fax – User Guide
Image Quality - Fax/Internet Fax – User Guide
Scan Options - Fax/Internet Fax – User Guide
Send Options - Fax/Internet Fax – User Guide
On-hook/Others - Fax – User Guide

3. Specify the Destination

The following explains how to specify a destination. The machine allows the following dialing methods (fax numbers or e-mail addresses).

• Using the keypad on the control panel

- Using the [Address Book] (refer to Address Book on User Guide.)

- Using the [Speed Dial] (refer to Speed Dial on User Guide.)

- (For Internet Fax) Using the screen keyboard on the touch screen (refer to Keyboard on User Guide.)

1. Enter the destination using any method from the above.

You can send a document to multiple destinations in a single operation. For more information, refer to Next Recipient on User Guide.

If you need to insert a pause in a fax number, for example when using a calling card, press the <Dial Pause> button. When you dial manually, <Dial Pause> is not required. You can simply wait for a voice prompt and proceed accordingly. For more information, refer to Special Characters on User Guide.
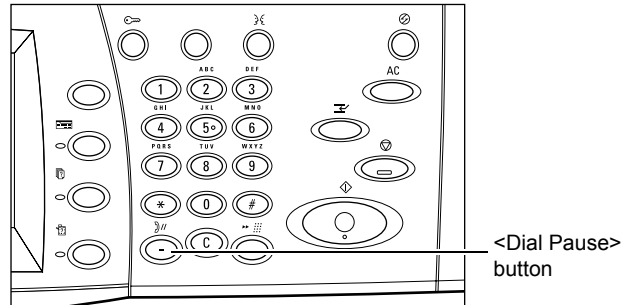
<Dial Pause> button

4. Start the Fax/Internet Fax Job

1. Press the <Start> button to send the documents.

While your fax/Internet Fax is being processed, if the document feeder or document glass is ready and the machine is equipped with the optional hard disk, you can scan the next document or program the next job. While the machine is warming up, you can also program the next job.
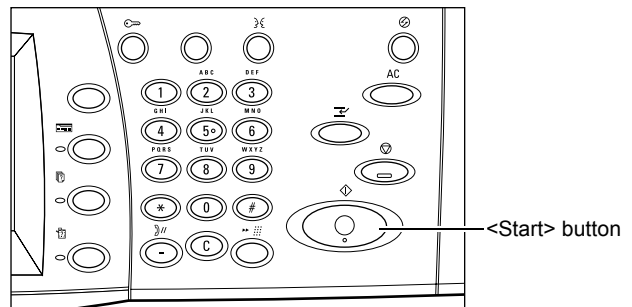
<Start> button

5. Confirm the Fax/Internet Fax Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued fax/Internet Fax job will be displayed. If no job is displayed on the screen, it may have already been processed.
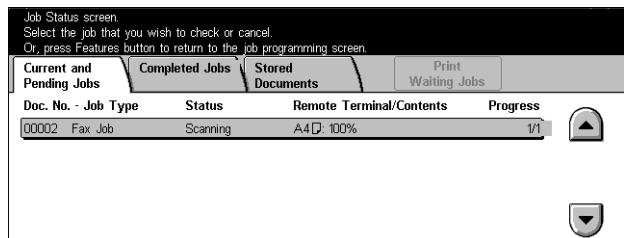
For more information, refer to Current and Pending Jobs in the Job Status chapter on page 92.

Stop the Fax/Internet Fax Job

Follow the steps below to manually cancel an activated fax/Internet Fax job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the fax job while the document is being scanned.

<Stop> button

<C> button

2. If required, press the <Job Status> button on the control panel to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.

3. Press the <C> or <Clear All> button on the control panel to delete the suspended fax/Internet Fax job still being scanned. To resume the job, select [Start] on the touch screen or the <Start> button on the control panel.

NOTE: Once the transmission starts, you can stop the job only by selecting [Stop] on the touch screen. You cannot resume the canceled job after the transmission starts.

5 Scan/E-mail

This chapter describes how to use the scan features. For more information on the specific types of scan, refer to the following.

To scan and e-mail documents – User Guide

After a document is scanned, scanned data is automatically sent to specified destinations as an e-mail attachment.

To scan and save documents in the mailbox – User Guide

Scanned documents are saved in a specified mailbox on the machine.

To scan and send documents using a job template – User Guide

According to the settings in a selected scan job template, documents are scanned, processed, and then uploaded to a specified server.

To scan and send documents using the FTP or SMB protocol – User Guide

After a document is scanned, scanned data is automatically uploaded to a specified destination using the FTP or SMB protocol.

NOTE: To use the scan features, the machine must be set up on a network. For more information refer to the Quick Network Setup Guide and the System Administration Guide.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

Scanning Procedure

This section describes the basic scanning procedures. Follow the steps below.

1. Load the Documents – page 76
2. Select the Features – page 76
3. Start the Scan Job – page 77
4. Confirm the Scan Job in the Job Status – page 77
5. Save the Scanned Data – page 77
Stop the Scan Job – page 78

1. Load the Documents

1. Load documents face up with the top edge entering the document feeder first, or face down on the document glass.
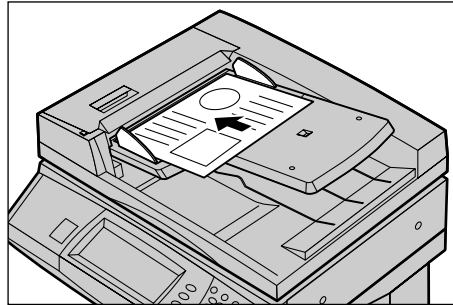
2. Select the Features

Each scan type has its own screen. Select [E-mail], [Network Scanning], [Scan to Mailbox], or [Scan to FTP/SMB] on the touch screen to display the appropriate screen.

- Select [E-mail] to scan and e-mail documents.

- Select [Network Scanning] to scan and send documents according to a scan job template.

- Select [Scan to Mailbox] to scan and save documents in the mailbox.

- Select [Scan to FTP/SMB] to scan and send documents using the FTP or SMB protocol.

1. Press the <All Services> button on the control panel.
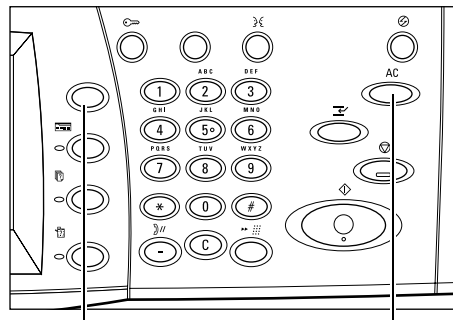
<All Services> button   <Clear All> button

2. Select a scan type on the touch screen.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.
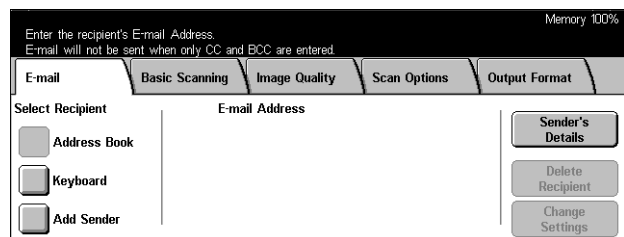
3. Press the <Clear All> button once on the control panel to cancel any previous selections.

4. Perform the necessary operations.

If necessary, press one of the tabs and configure the scan settings. For information on the individual tabs, refer to the following.

E-mail – User Guide

Save in: - Scan to Mailbox – User Guide

Job Templates - Network Scanning – User Guide

Save in: - Scan to FTP/SMB – User Guide

Basic Scanning – User Guide

Image Quality – User Guide

Scan Options – User Guide

Output Format – User Guide

3. Start the Scan Job

1. Press the <Start> button to scan the documents.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if set up). If you need assistance, contact the Key Operator.
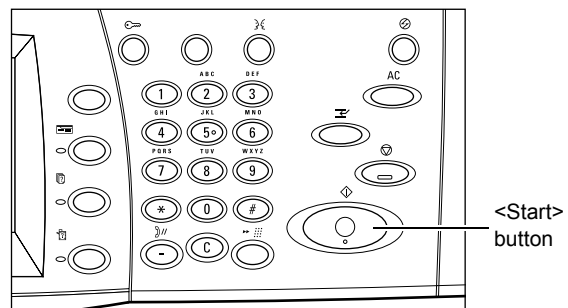
<Start> button

4. Confirm the Scan Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued scan job will be displayed. If no job is displayed on the screen, it may have already been processed.
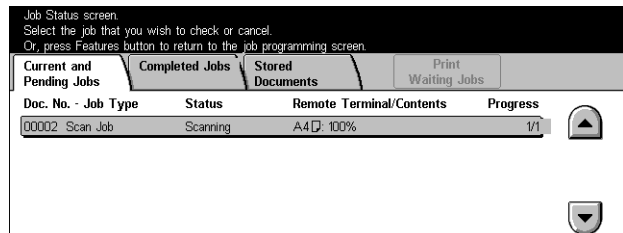
For more information, refer to Current and Pending Jobs Status chapter on User Guide.

5. Save the Scanned Data

The following describes one of the methods used for importing documents to a computer. Mailbox Viewer2 allows you to easily import documents from a mailbox on the machine to a computer. Mailbox Viewer2 is an application on the CentreWare CD-ROM supplied with the machine. For information on how to install Mailbox Viewer2, refer to the CentreWare CD-ROM.

1. Click [Start] on the taskbar, then select [Program]>[Xerox]>[Utility]>[Mailbox Viewer 2].

2. From the list displayed, click the name of the machine, and then [Select Scanner].

3. Enter the number (001–200) of the mailbox to be accessed.

4. Enter the correct password as necessary.

5. Click [Open Mailbox].

A list of documents saved in the selected mailbox will be displayed.
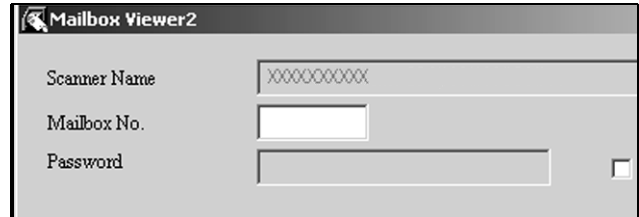
6. Select the document to be imported, then click [Import].

NOTE: You can also select multiple documents.

For other functions available on Mailbox Viewer2, refer to the Mailbox Viewer2 On-line Help.

Stop the Scan Job

Follow the steps below to manually cancel an activated scan job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current scan job.

NOTE: Select the <Start> button on the control panel to resume the suspended job.

NOTE: Pressing the <Stop> button on the control panel suspends print jobs.
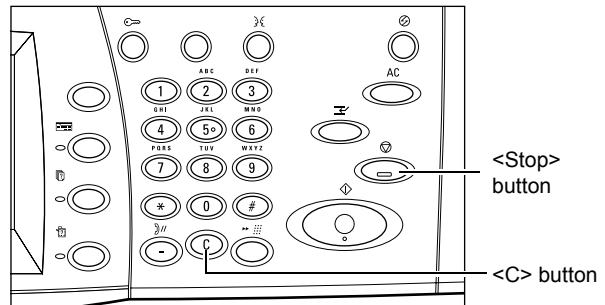
2. If required, press the <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.
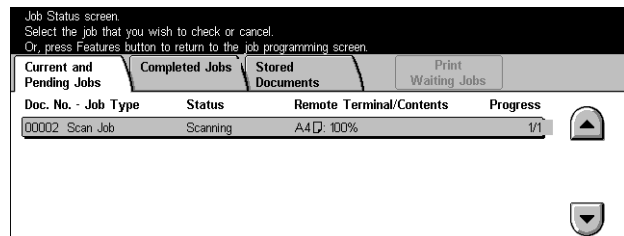
3. Press the <C> button on the control panel to delete the suspended job.

6 Print

This chapter contains information on the optional print feature of the machine. With this feature, you can send print jobs from a PC directly to the machine.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

In addition, the following special printing features are available.

- E-mail printing

This feature allows you to print an e-mail attachment sent to the machine. The printing format for the e-mail attachment can be changed by the emulation settings. For more information, refer to Emulation Settings in the CentreWare Internet Services chapter on User Guide.

NOTE: You can use only plain text in the body of e-mail. Make sure that plain text is selected as the body text format in your e-mail program.

- Direct printing (using ContentsBridge Utility)

This feature allows you to send a PDF or a TIFF file directly to the machine to print out using ContentsBridge Utility. For more information, refer to the CentreWare CD-ROM.

- Charge Print

This feature allows you to store or cancel print jobs that failed authentication when the Authentication feature is enabled. Authentication is required to print the stored documents. For more information, refer to Charge Print in the Job Status chapter on User Guide.

- Secure Print

This feature allows you to store a confidential document sent from a PC for printing. A user ID and a password specified from the PC are required to print out the document. For more information, refer to Secure Print in the Job Status chapter on User Guide.

- Sample Print

This feature allows you to print one set of a document prior to printing the whole quantity. You can choose whether or not to print more sets of the same document. A user ID and a password are required to access the stored document, and the number of sets can be specified from the PC. For more information, refer to Sample Print in the Job Status chapter on User Guide.

- Delayed Print

This feature allows you to print documents at the specified time within 24 hours. The documents will be printed automatically at the specified time. For more information, refer to Delayed Print in the Job Status chapter on User Guide.

• PCL emulation

This feature allows you to print documents from a PC not supported by the supplied PCL print driver, according to the emulation parameters (i.e., paper size) set on the machine. For information on how to set parameters for PCL emulation, refer to Print Mode in the Machine Status chapter on User Guide. For the list of parameters and their values for PCL emulation, refer to PCL Emulation on User Guide.

• PDF direct printing

This feature allows you to bypass print driver software and send PDF files directly to the machine for printing, according to the emulation parameters set on the machine. For information on how to set emulation parameters for PDF direct printing, refer to Print Mode in the Machine Status chapter on User Guide.

• Logical printer

This feature allows you to register emulation parameters set on the machine as a logical printer, which you can later select from your PC to print documents. Logical printers can be created for PCL, TIFF, and PostScript using CentreWare Internet Services. For more information, refer to Properties in the CentreWare Internet Services chapter on User Guide.

Print Driver Features

When you select the machine as the printer, the associated print screen is displayed on the networked computer. Select the [Print] menu from the toolbar to display the print screen.

The following options are available on PCL Driver On-line Help.

Job Type

• Normal – Select this for normal printing.

• Secure – Select this to use the secure print feature. You need to enter a user ID or a password before printing.

• Sample – Select this to use the sample print feature. You need to enter a user ID before printing.

• Delayed – Select this to use the delayed print feature. Specify the start time to print.

• Fax – Select this to send faxes from your PC via the machine.

2 Sided Print

Makes double-sided printing, when the duplex unit is installed, both sides of the paper can be printed automatically. You can select [Flip on Long Edge] to align to the long edge of the paper, or [Flip on Short Edge] to align to the short edge of the paper.

Multiple Up

Prints multiple documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to fit on one page.

Poster

Divides and enlarges a single image and prints it over multiple pages, and then joins all the pages to make one large poster.

Print Mode

Specifies the resolution value for printing. You can select [Standard] or [High Resolution].

The higher the resolution selected, the slower will be the speed of printing.

Contrast

Adjusts the rate of change in brightness from white to black for printing. Specify the rate that ranges from -100 to +100 using the keyboard or slider bar. You can check the outcome of a changed settings using the picture quality image displayed on the left of the window.

Watermarks

Makes settings for printing a watermark over a file.

Skip Blank Pages

Does not print blank pages when printing documents that contain blank pages.

Draft Mode

Prints the text and graphic in gray rather than black, thus reducing the amount of toner used.

Notify Job End by E-mail

Specifies whether you want to be notified by e-mail when your print job is finished.

Specify Job Owner

Selects how the job owner is specified. This job owner is used when print job tabulation functions are used.

7 Paper and Other Media

The machine is designed to use various paper types and other media. This chapter provides information on loading paper and other types of media into the machine.

Loading Paper

The machine can be equipped with various paper trays. This section provides information on how to load paper into each type of tray.

NOTE: Make sure the side and rear paper guides on the trays are properly positioned to match the size of paper loaded. If there is a gap between the paper stack and the guides, paper may not be fed to the machine properly, or paper jams may occur.

For information on configurable paper sizes and media types for each tray, refer to *Supported Paper Sizes and Types on page 87*.

For information on the acceptable range of paper sizes and capacity for each tray, refer to Paper Supply in the Specifications chapter on User Guide.

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

NOTE: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

Loading the Paper Trays

Depending on the machine configuration, up to four paper trays will be available excluding the bypass tray.

NOTE: If the machine is processing a job, do not open the active paper tray.

1. Pull out the paper tray towards you.
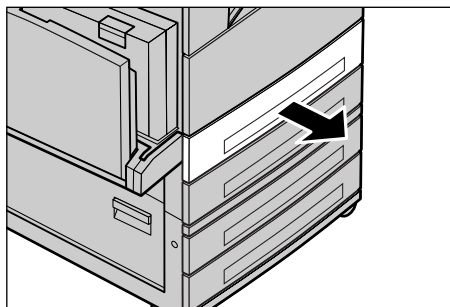
NOTE: To avoid jams and misfeeds, do not load paper on top of any remaining paper in the tray. Remove the paper, and reload it on top of the new stock loaded.

2. If required, move the paper tray guides further out to load the new stock.

To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position.

To secure the guides in position, release the levers.
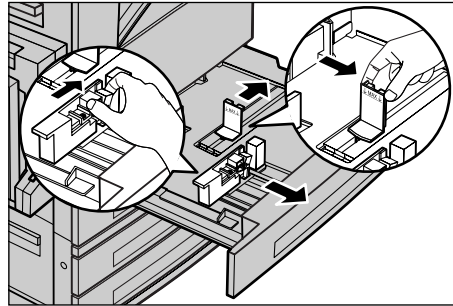
NOTE: When changing the size or type of stock in the tray, refer to Paper Tray Attributes in the Setups chapter on User Guide. For more information on reprogramming the tray, contact the Key Operator.

3. Load the paper neatly and tightly against the left-hand side of the tray.

NOTE: Do not load paper above the maximum fill line.

NOTE: When making single/double sided copies on perforated paper, load the paper so that the opposite side to the perforations feeds first. Feeding the perforated edge first may cause paper jams.
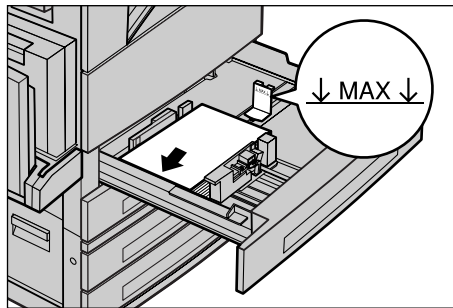
4. If the paper guides have been moved, slide the guides to just touch the edge of the paper.

NOTE: When loading standard size paper, set the guides onto the notches on the tray to match the paper size. The machine recognizes 8K/16K paper as standard size even though paper trays have no notches for these sizes.
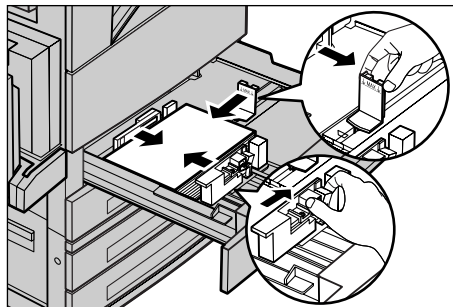
5. Close the paper tray.

Paper can be loaded either short edge feed or long edge feed.

Long edge feed
(LEF)

Short edge feed
(SEF)
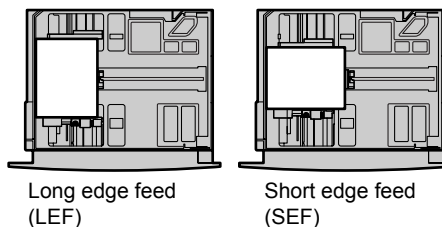
6. Set the machine to detect the paper size automatically, or manually specify the required size. For more information, refer to Paper Size in the Setups chapter on User Guide.

NOTE: Paper sizes detected by the machine vary depending on the Key Operator setting. For more information, refer to Paper Size Settings in the Setups chapter on User Guide.

Bypass Tray (Tray 5)

The bypass tray allows you to use a variety of paper types. The bypass tray is located on the left-hand side of the machine. A tray extension is provided to accommodate larger sized paper. After loading paper stock in the bypass tray, make sure that the bypass tray settings on the touch screen match the paper size and type of the stock loaded. If they do not match, reprogramming is required. For more information on programming of the bypass tray, refer to *[Tray 5 (Bypass)] Screen in the Copy chapter on page 44.*

NOTE: To reduce unnecessary fuser and paper jams, it is important that the programmed paper size and type is identical to the paper stock loaded.

1. Load the paper neatly into the bypass tray, making sure that the paper stock is in the center of the tray.

NOTE: Do not load paper above the maximum fill line.

NOTE: When making single/double sided copies on perforated paper, load the paper to feed the opposite side of the perforated edge first. Feeding the perforated edge first might cause paper jams.

NOTE: When making copies or prints on thick-stock paper and the paper will not feed into the machine, apply a curl to the paper as shown in the illustration on the right. Note however, that excessively bending or folding the paper might cause paper jams.

NOTE: When loading envelopes, make sure the flaps are closed and that the envelopes are oriented on the tray so that the flaps will enter the machine first. However, when loading C5-size envelopes, set the long edge feed so that the edge with the flaps is facing towards you.
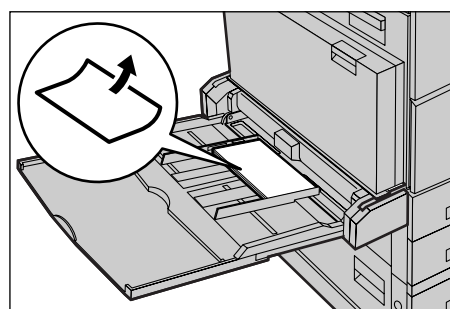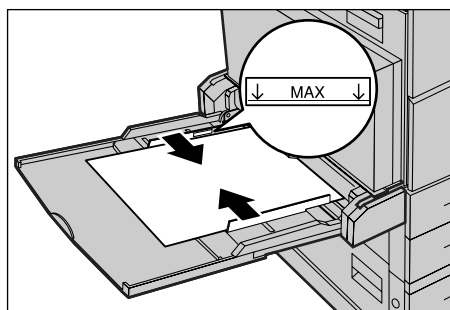
2. Slide the side guides towards the paper until they are just touching the edge of the stock.
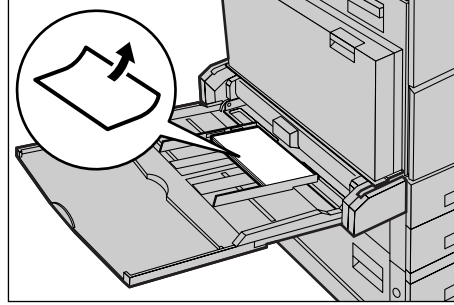
Tandem Tray Module (TTM)

The Tandem Tray Module allows you to load larger amounts of paper. It consists of two trays.

NOTE: You cannot load custom size paper into the Tandem Tray Module.

1. Pull out the Tray 3 or Tray 4 of TTM.

The elevator in the tray lowers.

2. Place the paper stock tightly against the left rear corner of the tray.

NOTE: Do not load paper above the maximum fill line.
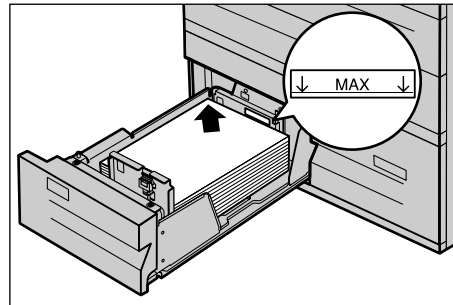
NOTE: Always load paper into the tray in the orientation shown in the diagram.

3. Close the tray.

The elevator rises and positions the paper for use.

Auto Tray Switching

The machine automatically switches from one tray to another under the following conditions.

• When printing and the active tray runs out of paper.

• When the paper size sensed differs from the previously determined size.

• When paper feeding starts and the selected tray is open.

• When paper feeding starts and the selected tray malfunctions.

NOTE: The bypass tray cannot be used with Auto Tray Switching.

NOTE: Key Operator access is required to set target trays and priorities. For more information, refer to Paper Tray Priority in the Setups chapter and Paper Type Priority in the Setups chapter on User Guide.

When not in use, the paper trays can be opened and paper can be loaded while the machine is running. However, do not open the active tray. This will cause the machine to stop the job being processed.

Storing and Handling Paper

Always use high-quality, xerographic-grade paper in the machine. Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper.

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Store paper flat on a shelf or pallet above floor level.
- Leave the paper wrapped and boxed until ready to be used.
- Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine.

Supported Paper Sizes

The following table lists the paper sizes supported for each paper tray, duplex module and the finisher.

NOTE: For the capacity of each tray, refer to the Specifications chapter on User Guide.

Standard Sizes

NOTE: The standard sizes of paper that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to Paper Size Settings in the Setups chapter on User Guide.

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1, 2/Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
A6	105.0	148.0	LEF	X	X	O	X	X
A5	148.0	210.0	SEF	O	X	O	O	X
			LEF	X	X	O	O	X
A4	210.0	297.0	SEF	O	X	O	O	O
			LEF	O	O	O	O	O
A3	297.0	420.0	SEF	O	X	O	O	O

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1, 2/Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
B6	128.5	182.0	SEF	X	X	O	O	X
			LEF	X	X	O	O	X
B5	182.0	257.0	SEF	O	X	O	O	X
			LEF	O	O	O	O	O
B4	257.0	364.0	SEF	O	X	O	O	O
5.5 × 8.5"	139.7	215.9	SEF	O	X	O	O	X
			LEF	X	X	O	O	X
7.25 × 10.5"	184.2	266.7	SEF	X	X	O	O	X
			LEF	O	O	O	O	O
8 × 10"	203.2	254.0	SEF	X	X	O	O	X
			LEF	X	X	O	O	X
8.5 × 11"	215.9	279.4	SEF	O	X	O	O	O
			LEF	O	O	O	O	O
8.46 × 12.4"	215.0	315.0	SEF	X	X	O	O	X
8.5 × 13"	215.9	330.2	SEF	O	X	O	O	O
8.5 × 14"	215.9	355.6	SEF	O	X	O	O	O
11 × 15"	279.0	381.0	SEF	X	X	O	O	X
11 × 17"	297.4	431.8	SEF	O	X	O	O	O
A4 Cover	297.0	223.0	LEF	X	X	O	O	X
9 × 11"	279.4	228.6	LEF	X	X	O	O	X
16K	194.0	267.0	SEF	X	X	O	O	X
			LEF	O	X	O	O	O
8K	267.0	388.0	SEF	O	X	O	O	O
Postcard	100.0	148.0	LEF	X	X	O	X	X
Prepaid Postcard	148.0	200.0	SEF	X	X	O	X	X
4 × 6"	101.6	152.4	SEF	X	X	O	O	X
			LEF	X	X	O	X	X
Photo 2L 5 × 7"	127.0	177.8	SEF	X	X	O	O	X
Youkei 0 Envelope	120.0	235.0	LEF	X	X	O	X	X
Commercial 10 Envelope	104.8	241.3	LEF	X	X	O	X	X
Monarch Envelope	98.4	190.5	LEF	X	X	O	X	X
DL Envelope	110.0	220.0	LEF	X	X	O	X	X
C4 Envelope	229.0	324.0	SEF	X	X	O	X	X

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1, 2/Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
C5 Envelope	162.0	229.0	LEF	X	X	O	X	X

O: Available

X: Not available

Non-standard Sizes

Paper Size	Tray 1, 2/ Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
Width	140 to 297 mm 5.5 to 11.7"	Not Available	89 to 297 mm 3.5 to 11.7"	89 to 297 mm	Not Available
Length	182 to 432 mm 7.2 to 17.0"		99 to 432 mm 3.9 to 17.0"	127 to 432 mm (for Tray 5 (Bypass)) 182 to 432 mm (for Tray 1–4)	

Supported Paper Types

The following table lists the paper types supported for each paper tray, duplex module, and the finisher.

Paper Type	Weight (g/m^2)	Tray 1	Tray 2, 3–4 (Two Tray Module/TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
Plain		O	O	O	O	O
Recycled	60–105	O	O	O	O	O
Side 2 Paper*		O	O	O	X	O
Transparency	–	O	O	O	X	X
Labels	60–105	O	O	O	X	X
Lightweight**	–	O	O	O	X	X
Heavyweight 1	106–169	X	O	O	X	X
Heavyweight 2	170–216***	X	O	O	X	X

O: Available

X: Not available

- Plain: When using Arjo Wiggins Conqueror High Speed Laser Laid CON90F (64010283), select [Heavyweight1] on the [Paper Type] screen.
- Side 2 Paper: Refers to the paper already printed on one side (i.e. scrap paper).
- Transparency: When using Xerox paper backed (3R3028) (for US) or 3M Type L Desktop Laser (3R91334) (for EU) in low temperature and humidity (10°C, 15%) select [Heavyweight1] on the [Paper Type] screen.
- If you select [Label], [Heavyweight 1] or [Heavyweight 2], load the paper LEF. If loading the paper SEF, printed quality may be negatively affected.
- Lightweight: If you select [Lightweight], the machine lowers the temperature of the fuser unit when printing. Select this option when paper curls or other pritning problems occur due to high temperature in the fuser unit when it sets toner on the paper.
- Heavyweight: Depending on heavyweight paper, the machine cannot load Short Edge Feed. In that case, set the paper Long Edge Feed.
- Depending on the type of paper used and the operating environment, paper may not feed to the machine properly, or print quality may be negatively affected.

8 Maintenance

There will be times when the machine will require maintenance tasks to be carried out. Information contained in this chapter will assist with these tasks.

Ordering Supplies

A variety of supplies, such as a drum/toner cartridge, cleaning solvents, editing markers, and staples are available for the machine.

To obtain supplies, contact the local Xerox office, giving the company name, the product number and its serial number.

Use the space below to record the telephone number.

Supplies Telephone Number:

NOTE: If you are not using the drum/toner cartridge recommended by our company, the performance of the machine may not be at its optimum level. Use the drum/toner cartridge recommended for this product.

Cleaning the Machine

Proper maintenance is important for the smooth operation of any equipment.

NOTE: When cleaning the machine, do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation; they can cause poor performance and create a dangerous situation. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

NOTE: Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with the machine.

The Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the document glass and constant velocity transport glass monthly, or more often if needed. This helps avoid streaks, smears and other marks on the printed output.

1. To clean the glass areas, use a lint-free cloth, lightly dampened with water or Xerox Lens and Mirror Cleaner.

2. Clean the white tabs, located on the under side of the document glass cover and in the document feeder, to remove dry ink smudges and other marks.

Constant velocity transport glass

Document glass
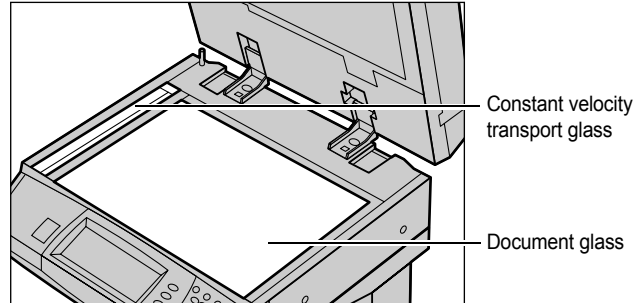
The Control Panel and Touch Screen

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the control panel and touch screen with a soft, lint-free cloth, slightly moistened with water.

NOTE: The machine should be switched off before cleaning the control panel to prevent unintended operation.

The Document Feeder and Output Trays

Use a cloth moistened with water to clean the document feeder, output trays, paper trays and the outside areas of the machine.

Replacing the Drum Cartridge

The drum cartridge is a customer replaceable unit. After approximately 60,000 copies/ prints, the machine will display a warning message before the drum reaches the end of life. Order a replacement cartridge now to insure continuous operation.

Instructions for replacing the drum cartridge are included with the replacement cartridge and in the User Guide on the Documentation CD-ROM or on the website: www.office.xerox.com/support

Replacing the Toner Cartridge

The toner cartridge is a customer replaceable unit. After approximately 30,000 copies/prints, the touch screen will display a message that it is time to replace the cartridge.

When ordering a new cartridge, use the following table to determine the correct reorder code for your machine.

Instructions for replacing the toner cartridge are included with the replacement cartridge and in the User Guide on the Documentation CD-ROM or on the website: www.office.xerox.com/support

Country	Part Number	Comments
North and South America	6R1184	
Europe, Asia and Africa	6R1183	
All Countries	6R1182	Only for selected Xerox maintenance agreements

Loading Staples

The finisher contains an automatic stapler. The stapler cartridge contains 5,000 staples. When the machine runs out of the staples, a message is displayed on the touch screen. When this message is displayed, load a new staple case into the staple cartridge by following the instructions included with the replacement cartridge or in the User Guide on the Documentation CD-ROM or on the website: www.office.xerox.com/support

NOTE: Load the correct staple case specified for the product model of the machine.

9 Problem Solving

The machine has built-in information to identify and manage error messages and problems. It also contains troubleshooting steps to help resolve problems.

Refer to the information contained in this chapter to resolve any troubleshooting issues.

Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and animated graphics and clear the fault in the order specified.

- If the problem is not solved by following the screen messages and graphics, refer to *Troubleshooting Tables on page 105* and apply the appropriate solution as described.

- Also refer to the fault codes displayed on the touch screen in the Machine Status mode. Refer to *Fault Codes on page 109* for an explanation of some of the fault codes and corresponding corrective actions.

- Alternatively, contact the Key Operator for assistance.

- In some cases, it may be necessary to switch the machine off and then on. Refer to *Power On/Off in the Product Overview chapter on page 30.*

NOTE: Failure to leave at least 20 seconds between a power off and a power on can result in damage to the additional hard disk of the machine.

- If the problem persists, or a message indicates that you should call for service, refer to *Xerox Welcome Center on page 109*.

NOTE: If fax jobs are queued in the machine not equipped with the hard disk and a loss of power occurs, the machine will print a Power Off Report when the machine is switched on. This will show a list of the fax jobs lost.

Paper Jams

When paper jams inside the machine, the machine stops the operation and beeps, and a message is displayed on the touch screen. Follow the instructions displayed and remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside. If a paper jam message is displayed again, paper is probably jammed at another location. Clear this by following the message on the display.

When you have finished clearing a paper jam, printing automatically resumes from the point before the paper jam occurred.

NOTE: When removing jammed paper, make sure that no bits of paper are left in the machine, since they could cause more jams or even fire. If a piece of paper is stuck in a hidden area or wrapped around the fuser unit or rollers, do not remove it forcefully; you could get injured or burned. Switch off the machine immediately, and contact the Xerox Welcome Center.

This section describes how to clear paper jams in the following locations.

Finisher Transport Cover F

Finisher Top Cover

Finisher Tray

Tray 3 - Tandem
Tray Module
(Optional)

Tray 4 - Tandem Tray Module
(Optional)
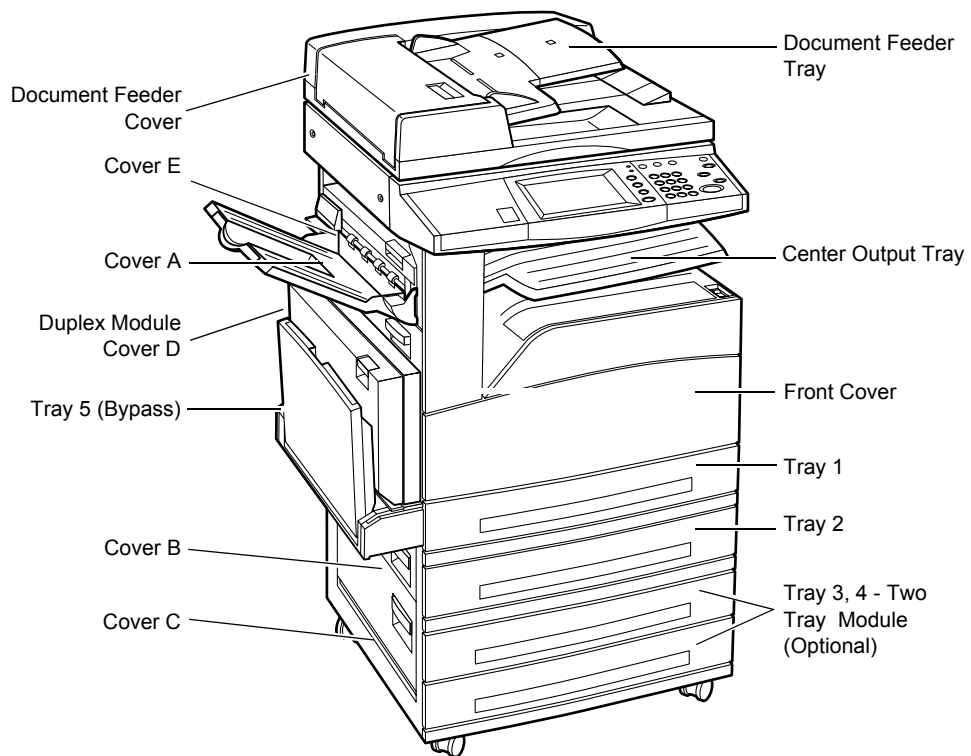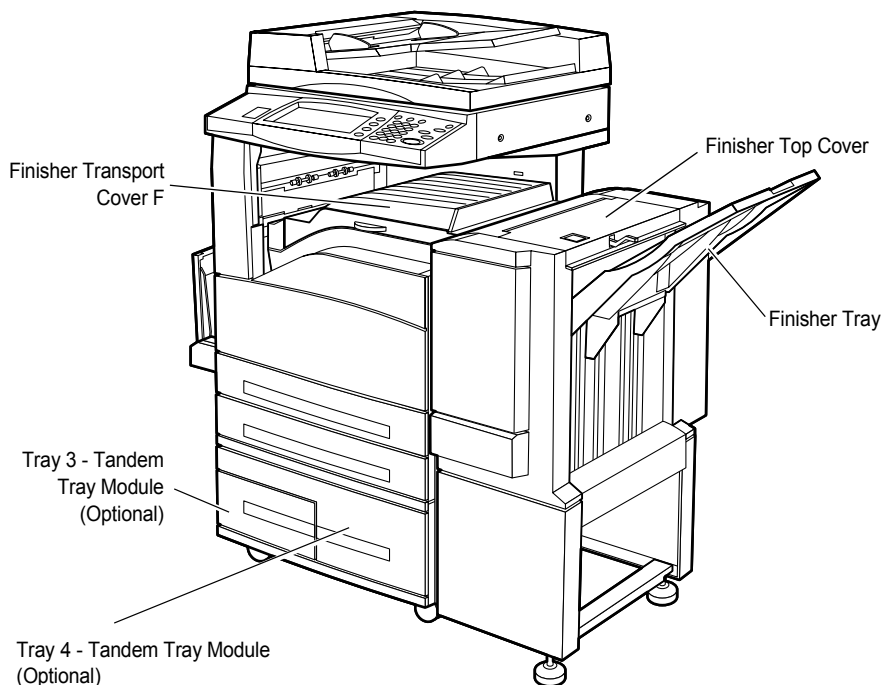
Paper Jams in Cover A – page 98
Paper Jams in Cover B – page 99
Paper Jams in Cover C – page 100
Paper Jams in Cover E – page 100
Paper Jams in Trays 1, 2, and 3, 4 (Optional) – page 101
Paper Jams in the Tandem Tray Module (Optional) – page 101
Paper Jams in Tray 5 (Bypass) – page 102
Paper Jams in the Duplex Module Cover D (Optional) – page 102
Paper Jams in the Finisher (Optional) – page 103

Media jams happen for a variety of reasons. Check the guidelines below to reduce potential jams in the machine.

- Use only recommended media. Refer to *Supported Paper Sizes in the Paper and Other Media chapter on page 87* and Machine Specifications in the Specifications chapter on User Guide for a list of recommended media types.

- Protect unused media by storing it in its wrapper, on a flat surface.

- The orientation of the media in the paper tray must match the orientation of the documents.

- Check the maximum fill line in the tray to make sure the paper tray is not overloaded.

- Do not use media that is torn, wrinkled, or folded.

Paper Jams in Cover A

Follow the steps below to clear paper jams in Cover A using green levers A1 and A2. Follow the messages on the touch screen and remove jammed paper from the specified location.

Green Lever A1

1. Open the bypass tray, and then open Cover A while lifting up the release lever.
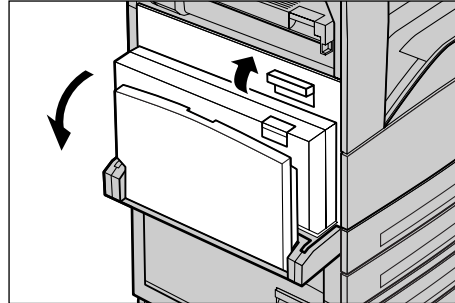
2. If the jammed paper is inside the fuser unit, rotate the green lever A1 in the direction of the arrow to feed the paper from the top of the fuser unit.
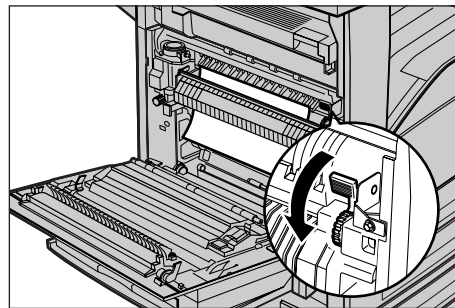
3. Pull out the paper from the machine in the direction of the arrow.
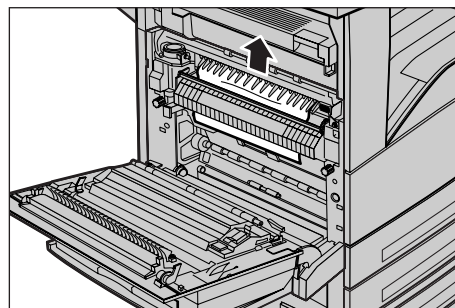
4. Close the Cover A until it latches, and then close the bypass tray.

Green Lever A2

1. Open the bypass tray, and then open Cover A while lifting up the release lever.
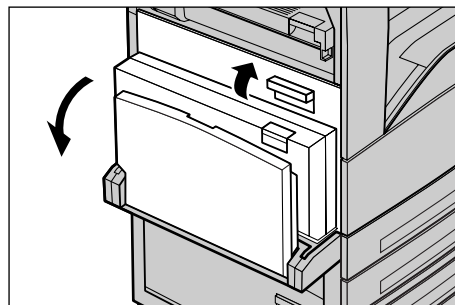
2. If the jammed paper is inside the fuser unit, lower the green lever A2 in the direction of the arrow to open the fuser unit cover.
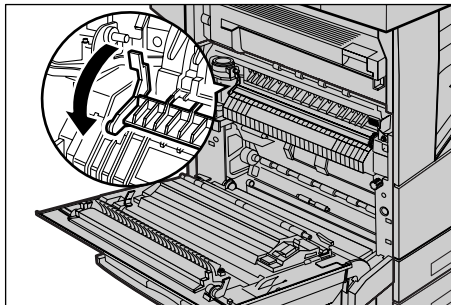
3. If the jammed paper is found in the fuser unit, hold the green lever and carefully remove the paper from the machine.

NOTE: Do not touch the fuser unit because it may be hot.

4. Close the Cover A until it latches, and then close the bypass tray.
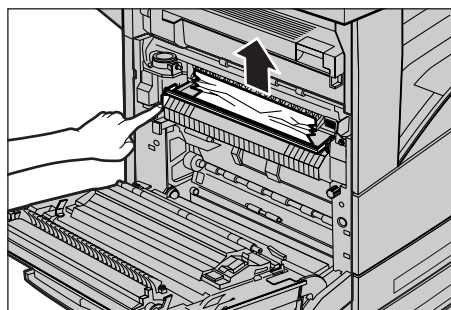
Paper Jams in Cover B

Follow the steps below to rectify paper jams in Cover B.

1. Open Cover B while lifting up the release lever.
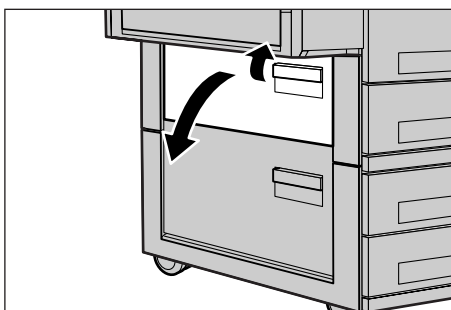
2. Remove the jammed paper.

3. Close the Cover B until it latches.

NOTE: Firmly press the center of the cover to close it..
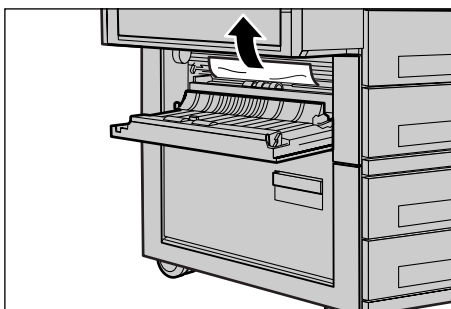
Paper Jams in Cover C

Follow the steps below to clear paper jams in Cover C.

1. Open Cover C while lifting up the release lever.
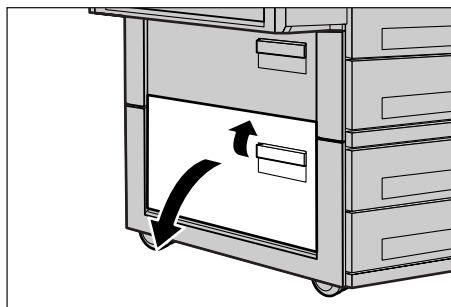
2. Remove the jammed paper.

3. Close the Cover C until it latches.
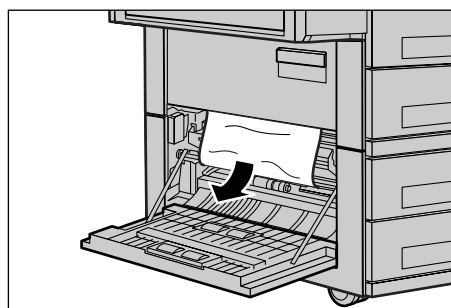
Paper Jams in Cover E

Follow the steps below to clear paper jams in Cover E.

1. Open the bypass tray, and then open Cover A while lifting up the release lever.
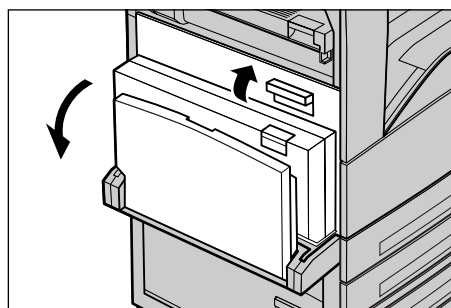
2. Lift up the handle to open Cover E.
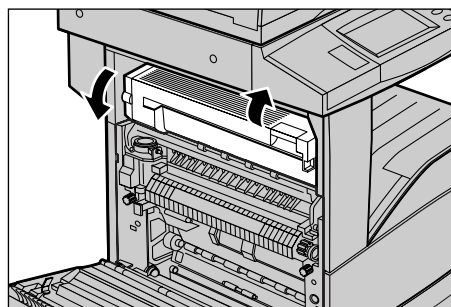
3. Remove the jammed paper.

4. Close the Cover E.

5. Close the Cover A until it latches, and then close the bypass tray.
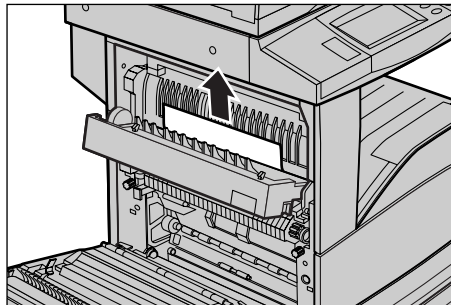
Paper Jams in Trays 1, 2, and 3, 4 (Optional)

Follow the steps below to clear paper jams in Trays 1 to 4 of the machine.

1. Pull out Tray 1, 2, 3, or 4.

2. Remove the jammed paper.

3. Close the paper tray.
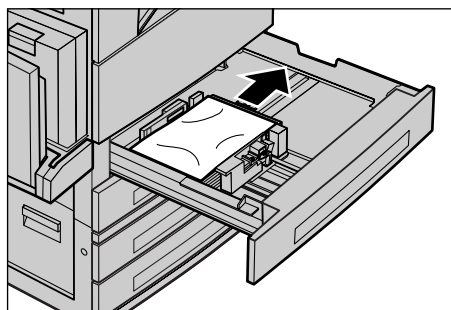
Paper Jams in the Tandem Tray Module (Optional)

Follow the steps below to clear paper jams in the Tandem Tray Module.

In Tray 3

1. Pull out Tray 3 of the Tandem Tray Module.

2. Remove the jammed paper.

3. Close the Tray 3.
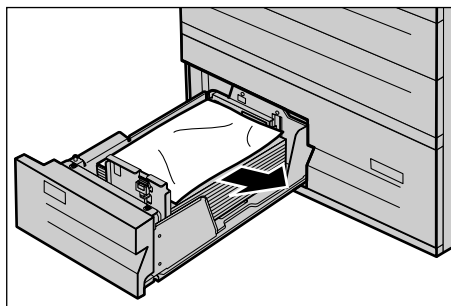
In Tray 4

1. Pull out Tray 4 of the Tandem Tray Module.

2. Remove the jammed paper.
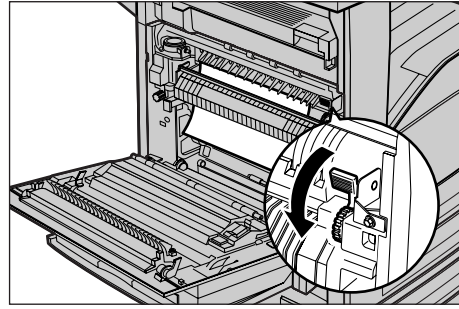
3. If paper is jammed underneath the inner cover, open the cover and remove the paper.

4. Close the Tray 4.
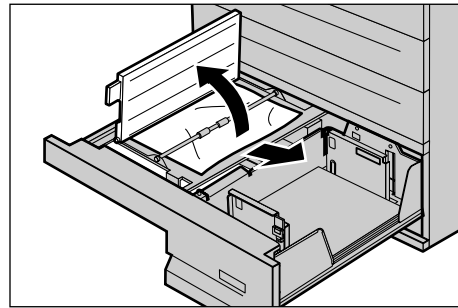
Paper Jams in Tray 5 (Bypass)

Follow the steps below to clear paper jams in the bypass tray.

1. Remove the jammed paper in the bypass tray.
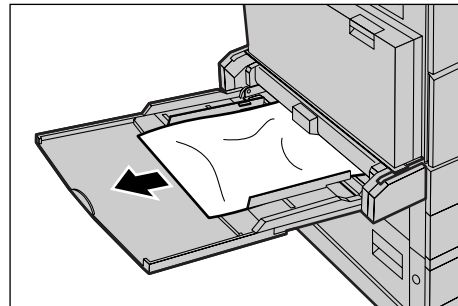
Paper Jams in the Duplex Module Cover D (Optional)

Follow the steps below to clear paper jams in the Duplex Module.

1. Open the bypass tray.

2. Open the Duplex Module Cover D while lifting up the release lever.

3. Remove the jammed paper inside the Duplex Module.

4. Close the Duplex Module Cover D until it latches.
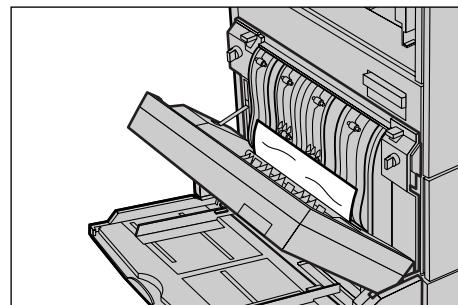
5. Close the bypass tray.

Paper Jams in the Finisher (Optional)

Follow the steps below to clear paper jams in the Finisher Top Cover and Transport Cover F.

In Finisher Top Cover

1. Press the button on the Finisher Top Cover to open it.
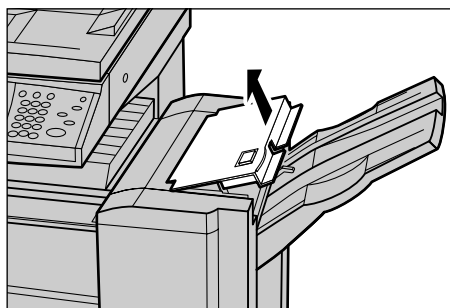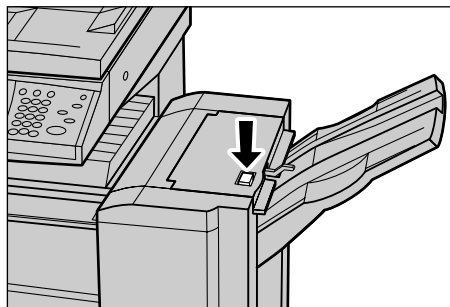
2. Remove the jammed paper.

3. Close the Finisher Top Cover.
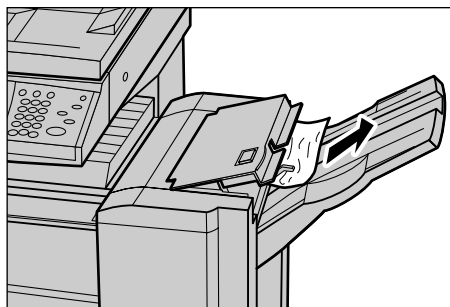
In Finisher Transport Cover F

1. Open the Finisher Transport Cover F.
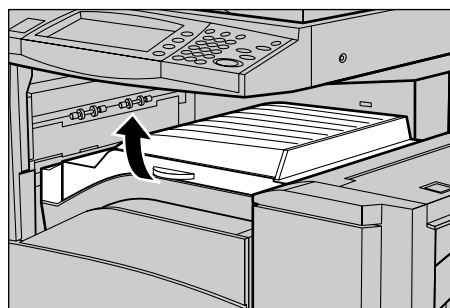
2. Remove the jammed paper.

3. Close the Finisher Transport Cover F.
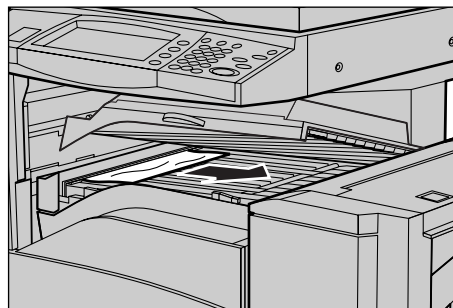
Document Jams

If a document jams in the document feeder, the machine stops, and an error message is displayed on the touch screen. Clear the document jam according to the instructions displayed, and then reload the document in the document feeder.

Follow the steps below to clear document jams in the document feeder.

1. Open the document feeder cover, and then remove the jammed document. If prompted on the touch screen, turn the green wheel to feed the jammed document out of the document feeder.
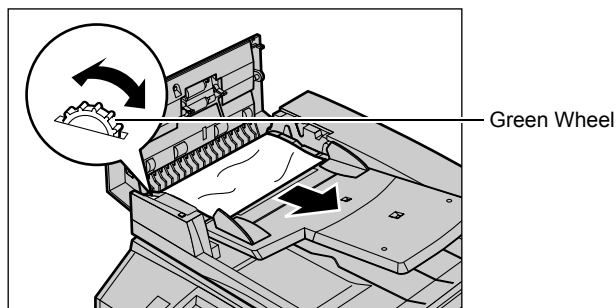
Green Wheel

2. If a double-sided document is jammed underneath the inner cover, open it and turn the green wheel to remove the document.

3. Close the inner cover, and then the document feeder cover.

Inner Cover
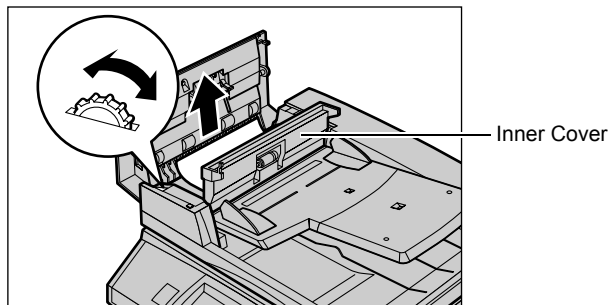
Troubleshooting Tables

If you are experiencing difficulties using the machine, check the suggestions in the following tables for advice. If this does not remedy the problem, refer to *Fault Clearance Procedure on page 95*.

Symptom	Recommendation
The machine will not power on.	• Check the power cord. • Check that the power switch is in the ON position. • Check that the RESET button on the back of the machine is not in the tripped (popped up) position. Push the button to reset. • Check that the AC outlet is supplying voltage. Connect another appliance to the outlet to verify the voltage supply.
The document will not feed through the document feeder.	• Check that the document feeder is not overloaded. The document feeder can hold a maximum of 50 sheets. • Check that the document is fully inserted into the document feeder.
The machine does not display the Tandem Tray Module (or one of the paper trays) as one the Paper Supply selections.	• Check that no paper trays are open. If a tray is ajar, the machine cannot sense its connection. • Open and close each paper tray and the Tandem Tray Module. If this does not rectify the problem, then power the machine off and then on.
The machine does not display the Finisher/Stapler option.	• Check that the cables from the finisher are securely connected to the machine. • Slide the Finisher into its correct position. • The machine configures itself when additional options are attached.
The machine does not accept documents into memory.	• Check with the Key Operator about available memory. • If the memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message.	• Check with the Key Operator about available memory. • Divide the remaining pages of the job into several small jobs and run the job again.

Symptom	Recommendation
The machine displays a tray fault.	• Follow the steps below. 1. Open the paper tray. 2. Move the paper tray guides away from the paper. 3. Move the paper tray guides against the paper so that they are just touching the paper. 4. Power the machine off and then on.
Deformed transparencies	• Check that [Transparency] is selected in [Paper Type]. The machine automatically adjusts for different types of media. Transparencies tolerate less heat than paper.
Blank output	• Check that the document is loaded face up in the document feeder. • If the drum cartridge is new, the toner may not be dispensed. Repeat the job. • Check that the seal tape has been removed from the new drum cartridge. • Reinstall the drum cartridge and the toner cartridge. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Streaks, solid or dotted lines, or spots	• Clean the document glass, the CVT glass, the areas under the platen cover, the document feeder, and the paper guides. • If the machine has been idle for an extended period of time, or if the toner or drum cartridge is new, begin the job again. Run the job using the document glass. Reinstall the drum cartridge. • Check the quality of the document. Use [Border Erase] to remove lines and marks from the edges of the document. • Load fresh paper. • Check the humidity of the machine location.
Output is too light or too dark.	• Load fresh paper. • Check the quality of the document. • Select [Lighten/Darken] on the touch screen. • Run off more prints until the copy quality improves. • Replace the drum cartridge.

Symptom	Recommendation
Uneven print	• Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Blurred images	• Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Missing characters	• Load fresh paper. • Reinstall the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Gloss variations (coining)	• Check the quality of the documents. • If the document has large areas of solid density, adjust the contrast.
Light copies when scanning glossy, shiny, or coated documents through the document feeder	• Use the document glass instead of the document feeder.
Ghosting	• Check the quality of the documents. • If transparencies are used, select [Transparency] in [Paper Type]. The machine automatically adjusts the quality for transparencies. • Feed the document SEF. • Replace the drum cartridge.
Washout	• Check the quality of the documents. • If the image is lighter near the borders, select a darker image quality setting on the touch screen. • Replace the drum cartridge.
Solid density variations	• Check the quality of the documents. • Select [Lighten/Darken] on the touch screen. • Replace the drum cartridge.
Image loss	• When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. • If you are using A4 (210 × 297 mm/8.5 × 11.0 inches) paper, set a slightly smaller document size (for example, copy 90% instead of 100%), or select [Copy All] on the [Reduce/Enlarge] screen. • Select [Auto Center] in [Margin Shift].
Output does not reflect the selections made on the touch screen.	• Select [Save] after each selection on the touch screen, if one exists.

Symptom	**Recommendation**
The Finisher does not stack output correctly.	• Check that the paper tray guides are locked into position against the paper.
Pages in the set are not stapled.	• Check that the paper tray guides are locked into position against the paper.
Paper delivered to an output tray is not properly stacked up.	• Flip over the paper stack in the paper tray, or rotate it head to toe.
Paper curls.	• Check that the paper is loaded correctly. Load paper in Trays 1, 2, 3 and 4 seam side up. • Load paper in the Tandem Tray Module and bypass tray seam side down. • Load custom media in the bypass tray. • Refer to *the Paper and Other Media chapter* for procedures.
Cannot store a document for secure polling due to full memory.	• Cancel the operation and try again later when additional memory is available.

Fault Codes

When a fault occurs, the touch screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the Key Operator and/or System Administrator. A table listing fault codes and their corresponding corrective actions is listed in the User Guide on the Documentation CD-ROM or on the website:www.office.xerox.com/support.

Output Quality

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the Key Operator.

*   Do not locate the machine in direct sunlight or near a radiator.

*   Follow regular maintenance schedules for cleaning areas, such as the document glass, CVT glass and output trays. For more information, refer to the Job Status chapter in the User Guide.

Xerox Welcome Center

For additional help. If you need any additional help on using your CopyCentre copier or WorkCentre copier/printer, you can:

1) Refer to this User Guide

2) Contact the Key Operator

3) Visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome Center.

Please have your serial number at hand when contacting Xerox.

The Welcome Center will want to know the following information: The nature of the problem, the serial number of the machine, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the machine.

1. Press the <Machine Status> button on the control panel.
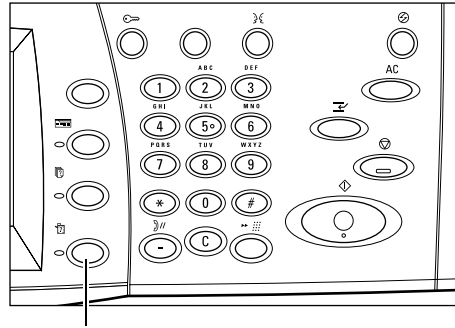
<Machine Status> button

2. Select [Machine Information] on the [Machine Status] screen.
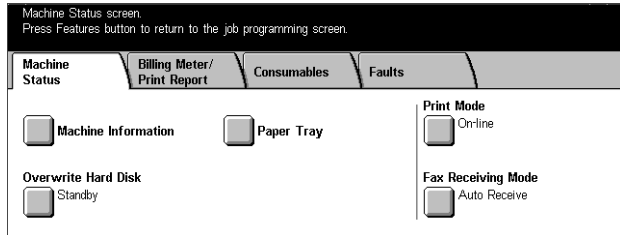
3. The serial number will be displayed.
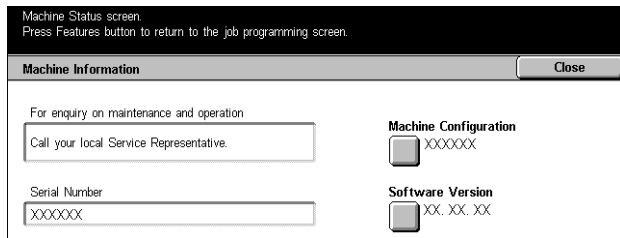
NOTE: The serial number is also found on the metal plate on the left side of the machine behind Cover A. For more information, refer to *Xerox Welcome Center in the Before Using the Machine chapter on page 7.*

10 Index

Numerics

A

B

C

D